

RECEPTIONIST / OFFICE ADMINISTRATOR REQUIRED
WELLINGTON AREA

PART TIME – 20 HOURS PER WEEK
FOUR AFTERNOONS, ONE MORNING
FLEXIBILITY REQUIRED TO COVER HOLIDAYS

GENERAL DUTIES TO INCLUDE
COPY TYPING
ANSWERING TELEPHONE
FILING
KNOWLEDGE OF MICROSOFT OFFICE PREFERABLE

Please apply in writing including a C.V
Mrs Sylvia Read – Butterworth Jones & Co,
Landacre House, Castle Road, Chelston Business Park, Wellington, Taunton, TA21 9JQ