

## **DIOCESE OF PAISLEY**

**Cemetery Assistant – Part time – three days (09.30am-2.00pm) 13.5 hours per week - Salary - £10.50 per hour**

Paisley Diocese is currently recruiting for a **Part- time Office Assistant** based at St. Conval's Cemetery office, Barrhead. The post-holder will support general office administration, ensuring the smooth running of the cemetery office.

The ideal candidate will have the ability to deal with a varied workload while working with the public. You will possess excellent administration, interpersonal and organisational skills. Previous experience of working in a busy office environment would be preferred. A good working knowledge of Microsoft packages. You will have a willingness to help others and a real "can do" attitude.

To obtain an application pack for this post please either email [recruitment@rcdop.org.uk](mailto:recruitment@rcdop.org.uk) or write to Recruitment, Paisley Diocese, Diocesan Centre Cathedral Precincts, Inle Street, Paisley, PA1 1HR.

**Closing Date for receipt of applications is 12:00 noon on Friday 22<sup>nd</sup> October**