



**North West Mull Community Woodland Company Ltd
are recruiting a**

Part-time Administrator

(7 hours per week)

An opportunity has arisen for a well-organised, computer literate person to fulfil all the administrative duties of this community charity. The job requires good communication skills and a flexible attitude towards a variety of work that includes routine responsibilities (including one evening a month minuting board meetings) and one off jobs that sometimes have short deadlines. Experience with SAGE and payroll software preferred.

A job description and application form is available from:
admin@nwmullwoodland.co.uk

Closing date for applications is 4 August 2017
Applications may be emailed to the above address or sent to Penmore Mill,
Dervaig, Isle of Mull PA75 6QS

NWMCWC Ltd is a community charitable company limited by guarantee
Company No 287343 Charity No SCO37336