



Island of Hoy Development Trust

Office Administration Assistant – Part Time

Pay: £8.00 per hour - 10 hours per week

The Island of Hoy Development Trust is seeking to appoint an office administration assistant to provide administrative support to the Finance and Administration Officer and aid the day to day operation of the Trusts office. The position is based on Hoy starting on the 21st November 2016.

The successful candidate will be expected to have basic computer skills to include the use of email, internet and social media and be competent in Microsoft Word and Excel, along with a pleasant telephone manner and ability to work as part of a team. Training will be provided where appropriate.

Hours worked can be, and may be required to be flexible, but within agreement to help manage peaks and troughs that occur.

Please apply in writing with a current CV either to liz.davidson.iohdt@gmail.com or by post to Liz Davidson, The Island of Hoy Development Trust, Revenge, Naval Hall, Longhope, Orkney, KW16 3PG.

Closing date for applications is Wednesday 9th November 2016 at 17.00

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