

## **Parish Office – Administrative Assistant**

The Anglican Parish of Pembroke is seeking an Administrative Assistant to become an active part of our Pembroke Family of Churches ministry team. The successful applicant will be required to work between the hours of 9:00 a.m.-2:00 p.m., Monday to Friday.

The primary responsibilities will include: graveyard administration, recording and receiving of receipts, and reception- related tasks which includes responding to phone enquires. The position will require recent job experience using the following programmes: Microsoft Office, Quickbooks, and Dropbox. Additionally, a knowledge of working with various social media platforms will be a necessary asset for applicants to possess.

Please send your resume with at least 2 references to [pembroke@anglican.bm](mailto:pembroke@anglican.bm) or drop off at the church office located in the Pembroke Sunday School Building on Marsh Folly Road, Pembroke.

**Deadline for Applicants is June 21st**