

**BISHOPS' CONFERENCE OF SCOTLAND
SCOTTISH CATHOLIC MEDIA OFFICE**

VACANCY

ADMINISTRATIVE ASSISTANT (Full-Time)

(Salary £18,375)

The Scottish Catholic Media Office (SCMO), located in Glasgow, provide a service to the press and media, offering them information and guidance on the activities of the Church in Scotland.

Currently we are recruiting for an Administrative Assistant who will support the Director of the SCMO and our Press and Research Officer.

The ideal candidate will have the ability to deal with a diverse workload and be able to prioritise tasks to ensure deadlines are met. You will possess excellent administration, organisational and interpersonal skills and will have had experience of working in a busy office environment. You will be competent in the use of Microsoft packages and have a flexible working attitude.

To obtain an application pack for this post please either email recruitment@bcos.org.uk or write to, Recruitment, Bishops' Conference of Scotland, 64 Aitken Street, Airdrie ML6 6LT.

Closing date for receipt of applications: 12 noon on Monday 4 September 2017

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