



JOB VACANCY

OFFICE ADMINISTRATION ASSISTANT

- 12 hours per week spread over 4 mornings (ideally to include Mondays and Fridays) during school term time
- 5 hours per week during 8 school holiday weeks of the year
- Fun, dynamic team
- Competitive hourly rate of pay

An excellent opportunity to be part of an exciting organisation and still have time with your family.

Key Skills Required:

- Good computer and database skills
- Polite and friendly telephone manner
- Flexible team worker

Main Responsibilities:

- Dealing with customers on the telephone and by email
- Managing the customer database and regular communication with teachers
- Other activities involved in the smooth running of an office

Further Information:

If you would like to apply for this position please send your CV to Sarah Main: sarah.main@puddleducks.com by **12th May 2010**. Or if you would like to find out more about this opportunity then please email or call Sarah on 01477 410080.