



Team Administrator/PA

**Full Time (5 days)
Sternberg Centre**

This is an exciting and varied position, working as part of a small, but busy team. You will need to be enthusiastic, flexible with a 'can do' attitude, turning your hand to almost anything that crops up. You will need to be able to see projects and tasks through to the end and have the ability to understand the bigger picture as well as the consequences of your actions. An understanding of the importance of deadlines is paramount together with the ability to produce accurate minutes of meetings.

Working for our Senior Rabbi, you will need to be able to prioritise, maintain confidentiality, manage diaries and assist in the organisation of events or programmes. Previous PA experience would be desirable.

Taking responsibility for a variety of administrative tasks including the arranging of events and logistics for meetings, you will need to have an excellent speaking voice, be numerate, have a high degree of IT literacy (including mail merge and spread sheets), fast accurate typing (min 50 wpm), an eye for detail and accuracy together with the ability to prioritise. You must also be competent at writing your own correspondence, able to take minutes of meetings and work under pressure. There will be occasional evening and Sunday meetings that you will be expected to attend.

In return, we offer a competitive salary, subsidised lunch and flexible working hours, 5% employer pension contribution, holidays rising to 26 days p.a. plus Jewish holidays as observed by Reform Judaism. If you are looking for an opportunity to get involved in a varied and interesting role, please contact us for a full application pack:-

Gilly Shulman
Head of Community Partnership & HR
Movement for Reform Judaism
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020 8349 5647

Dead Line: Monday 4th June 2018