



Part time temporary Administrator

Start: Immediately 2 – 3 days per week

for up to 8 weeks

£10.20 per hour

We are looking for a competent, accurate and efficient administrator to support our Youth department ahead of our summer camps and tours.

Work will include administration of medical and personal information so confidentiality is paramount as is the adherence to data protection. You will need to have an excellent and diplomatic telephone manner when speaking to parents and leaders.

In addition, RSY-Netzer will need some administrative support which may include: preparing daily updates for parents during Israel Tour, creating publicity for future events, and finalising paperwork for the summer.

You must have an excellent knowledge of Word together with high standards of written English and be able to type accurately. With your eye for detail and an understanding of procedures and processes you will provide general support to the department during this busy time.

This vacancy offers an immediate start, please apply without delay.

Gilly Shulman

Head of Community Partnership & HR

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Deadline: 29th May 2018