



Shine Lincolnshire

Job Vacancy

PA to the Management Team

Part time 14-21 hrs (negotiable)

Salary dependant on experience

Shine Lincolnshire are looking to recruit a part time PA to the Management Team to provide a high level of confidential personal assistant support which contributes to the overall work of the Chief Executive and Business Manager.

The ideal candidate should have either PA or extensive Administration support experience. We are happy to negotiate the number of hours per week with the successful applicant

Our offices are based in Lincoln and although occasionally presence may be required within the office home working is also available.

For further information about the post, please contact Rachel Wright, Chief Executive - rachel@lincsshine.co.uk / 07783 767111

To apply please send current CV and covering letter demonstrating how your skills and experiences match that of the job description as well as:

- Notice period
- Salary expectations
- Number of hours per week you would be looking for between 14 and 21.

to info@lincsshine.co.uk.

Closing date for applications is 5pm, Tuesday 4th January 2022

Interviews will be held on Wednesday 12th January 2022.