

Accounts & Office Administrator

Applications are invited for the position of permanent, part-time Accounts & Office Administrator

Applications close **Wed 5th July 2023**, at 3:00pm

Interviews for shortlisted candidates will take place as soon as possible thereafter.

To apply for this position, please include:

- the completed application form
- your Curriculum Vitae (including referees)

send your applications to:

E-mail:

Jenny Crump
jcrump@cheviot.school.nz

Post original documents:

Assistant Office Administrator Position
Jenny Crump
Business Manager
PO Box 53
Cheviot 7310