



PROVINCIAL GRAND LODGE OF HAMPSHIRE AND ISLE OF WIGHT

W.Bro Frank Milner PAGDC

Provincial Grand Secretary

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JOB VACANCY Assistant to the Provincial Grand Secretary

We are currently recruiting for an Assistant to the Provincial Grand Secretary to be based at the Provincial Office, Chandlers Ford, from Monday to Thursday inclusive (i.e. 4 days per week from 9:00am til 5:00pm) with a starting date in August 2017.

The successful candidate will have excellent communication skills, a flexible attitude and possess general office skills, including a proficiency in Microsoft Office Suite (especially Excel and Word). A general knowledge of Freemasonry will be of benefit and he or she (e.g. wives or partner) will have an organised approach.

Working with the existing team, the position will cover a wide variety of administrative duties including dealing with telephone enquiries, mail and email correspondence, assisting with the organisation of Provincial events and the processing of enquiries from potential members. There are also a number of specific tasks and initiatives which occur throughout the year with which the applicant will be expected to assist.

For further details including salary expectations and job description, please contact me directly at the above address.

We would also consider any assistance from brethren who wish to support the Provincial Office on a voluntary basis.

Closing date; 28th April 2017.

Frank Milner
Provincial Grand Secretary