



**Keynsham
and district**

OFFICE ASSISTANT

Part time assistant required to join our friendly team.

Office experience preferred, must possess good IT skills.

Role includes assisting with day to day admin, and associated tasks that allows the organisation to run smoothly.

6 hrs p/w. Mon & Thurs 9:30 – 12:30.

£9 hour

Request an application form laura@keynshammencap.org.uk

Tel: 0117 9865659

Keynsham & District Mencap Society

Registered Charity No.275561