

Job Vacancy

EA TO THE GENERAL MANAGER



AoG Incorporated (AoG) is a nationally recognised Pentecostal denomination that has been serving the people of Great Britain since 1924. At the core of the AoG is a passionate desire to see God's Kingdom grow through the local church.

We are at an exciting time in our movement as our Leadership team are shaping our vision for the future and we are looking for people to actively support us in achieving this vision.

We are looking for an experienced EA to provide a dedicated support service to the General Manager to ensure the smooth running of all office based functions.

This is a diverse role and will involve dealing with all correspondence, diary management, making travel arrangements and other duties that will ensure that the General Manager is equipped to function at the highest level.

The ideal candidates will be highly organised and self-motivated with relevant experience, previous experience within a Christian organisation would also be desirable.

For a Job description and Person specification please click [here](#)
For an Application form please click [here](#)

Hours	35 hours per week
Location	Manchester or Mathersey (must be able to work flexibly and be able to commute between Manchester and Mathersey as required)
How to Apply	Please complete an AoG Application form and return to: Alison Purcell HR Manager AoG Incorporated, National Ministry Centre Retford Road, Mathersey Doncaster DN10 5HD Or email: Alison.Purcell@aog.org.uk
Closing Date	Thursday 9 th May 2019

