



General Office Assistant

Community Windpower Limited is looking to recruit a **General Office Assistant** to join their busy renewable energy team at their Head Office in Frodsham.

Key duties will include:

- Answering the telephone, directing calls, taking messages;
- Meeting and greeting visitors;
- Post duties;
- Stationery stock control and ordering;
- Providing refreshments for Directors and visitors;
- Responsible for Conference Room Facilities/Meetings;
- General admin/office duties including photocopying, scanning etc.;
- Filing and archiving;
- Errands as required by the business.

The role is a permanent, full time position with an immediate start.

Successful candidates must have a clean, valid full driving licence as they will be required to complete errands for business purposes. Access to a pool car will be provided.

Local candidates are preferred.

To apply, please send your CV and Covering Letter by email to:

gillian@communitywindpower.co.uk

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