

PART TIME OFFICE ASSISTANT/S

Required from 1st March
(Training in late February)
Rate £7.50ph (15/30 hrs pw)

Monday to Friday

3 hrs per day (Job share)
8.45am-11.45 / 11.30-2.30pm

OR 6 hrs per day (1 person)
8.45 - 3.15 (30 mins unpaid lunch)

Positions require good customer relations and telephone skills, and at least 3 years experience of all general office equipment / procedures, preferably to include previous use of a telephone system.

Applicants should be well presented and articulate, possess good written and spoken english skills and be numerate. Accurate typing, spelling and clerical abilities are essential.

You will need to demonstrate a high degree of computer literacy, be competent in all aspects of internet use AND be conversant with the Microsoft Office suite of programs, Word and Excel in particular.

Previous experience in either a graphics, publishing or accounts environment would be useful.

Please send your CV to:

SBS, 22 Holmesdale Road, Reigate,
Surrey RH2 0BQ or by email to:
enquiries@sbs.eu.com

Voluntary Sector Fair a Huge Success



Lord Lieutenant of Surrey, Sarah Goad, with volunteers from St. Johns Ambulance



Mayor of Reigate and Banstead - Cllr Roger Newstead

The Volunteer Fair, held on Saturday 24 January at Redhill's Harlequin Theatre, was a major event attracting nearly 80 local charities to take part, and many visitors to attend, and hopefully inspired some who came to consider helping local voluntary organisations and charities with their work. Amongst the guests was BBC Newsreader Nicholas Owen (pictured below). The event, sponsored by Pfizer and Fidelity International, was organised by the Reigate and Banstead Council of Voluntary Service and associated Volunteer Centre, and attended by the Mayor of Reigate & Banstead - Cllr Roger Newstead and Lord Lieutenant of Surrey, Sarah Goad. For further information about local volunteering opportunities - please call 01737 762115.



BBC Newsreader Nicholas Owen