

breath works



Administration Assistant

Job Opportunity

Join a vibrant and growing Right Livelihood business based at the Manchester Buddhist Centre

Breathworks offer teacher training and mindfulness courses to help people with pain, stress or illness to lead happier, healthier lives.

We have a vacancy for a temporary Administration Assistant for a 5 months period while a member of the team is away on an ordination retreat. There is potential for extension of this role as the organisation continues to grow.

If you are a strong communicator who has good IT skills; is well organised with an eye for detail; and you are available for 5 months from 2nd March then we would love to hear from you.

Start Date: 2nd March 2015

Hours: 25-30 hours p/w (negotiable)

Salary: Up to £9.50 p/h

Please apply to Helen with CV & Covering letter by 12th February
Interviews will take place w/c 16th February 2015.

Full job description available on request. Due to potential expansion plans we welcome applicants from Manchester or London (London applicants would need to relocate for the duration of this initial temporary role).

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