

Your Future? Naturally

If you are looking for a genuine long term career opportunity then you need a genuinely forward thinking company. At Manx Gas, we believe passionately in our corporate responsibility to our customers, our community, our people and the environment we all live in.

Rewarding?

We think so...

www.manxgas.com

Administration Assistant

A vacancy has risen within the Accounts Office for an Administration Assistant. The role involves a variety of administrative tasks, including assisting with processing the monthly payroll and purchase ledger. The ideal candidate will be accurate, efficient and be able to work with the minimum of supervision. They will also have a good telephone manner and enjoy working as part of a team. A minimum of Grade C in Maths and English GCSE, or equivalent are required.

Your written application, complete with CV, should be sent to
Andrew Scarffe, Office Manager, Manx Gas Ltd, Murdoch House, South Quay, Douglas, IM1 5PA
Closing Date for applications 3rd July 2009

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