

Edinburgh job – Administrative Assistant

- ✘ A job in the Central Library one day a week might be a dream job for some of you.

Here is [the advertisement:-](#)

Administrative Support

Services: Administrative Support

Freelance – 1 day per week

Duration: September 2012 to January 2013

Fee: £50/day

Based at: Central Library, George IV Bridge, Edinburgh
Edinburgh UNESCO City of Literature Trust is a charity with two full-time members of staff who work to promote and develop Edinburgh as a literary city. We are looking for a freelancer to provide part-time office administrative services over a five month period.

Services required, but not limited to:

- handling general emails and correspondence
 - website updates
 - writing news features
- assisting with e-bulletin preparation
 - general administration support

You must have proven skills in these areas, an interest in literature and knowledge of Edinburgh.

We operate an equal opportunities policy and receive funding from Creative Scotland and City of Edinburgh Council as well as a range of trusts, foundations and business sponsors.

www.cityofliterature.com

@EdinCityofLit

Please send your application to:

Peggy Hughes – peggy@cityofliterature.com

Closing Date: 31st July 2012