

Jobs

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Public Sector



CAMPWS RHOS

CYNORTHWY-YDD ADNODDAU LLYFRGELL
(Cyf: PS/1233/09)
17.5 AWR YR WYTHNOS YN YSTOD Y TYMOR YN UNIG
CYFLOG: £5,622 - £6,430

I gefnogi myfyrrwyr a staff yn y Llyfrgell a'r Gweithdy TG.

COLEG Y RHYL

CYNORTHWY-YDD GWEINYDDOL
(Cyf: RC/1234/09)
Cyflog: £14,862 - £16,998

Mae angen Cynorthwy-ydd Gweinyddol Profiadol ar gyfer dyletswyddau gweinyddol cyffredinol. Byddai profiad o weinyddiad ariannol yn fanteisiol. Dylent fod â phrofiad o holl gymwysiadau Microsoft Office ac yn gallu gweithio'n hyblyg mewn amgylchedd swyddfa brysus. Mae'r gallu i gyfathrebu yn y Gymraeg a Saesneg yn ddymunol ar gyfer y swydd yma.

DYDDIAD CAU DERBYN CEISIADAU:

HANNER DYDD, DYDD GWENER, 10 GORFFENNAF 2009

Mae'n ofniad gan y Coleg eich bod yn cwblhau a chyflwyno ffurflen gais er mwyn cael eich ystyried ar gyfer unrhyw swydd. I gael pecyn gwybodaeth a ffurflen gais cysylltwch â (gan ddyfynnu'r rhif cyfeirnod perthnasol):

Y Ddirprwy Brifathrawes - Cyfarwyddiaeth Gwasanaethau Personél, Coleg Llandrillo, Ffordd Llandudno, Llandrillo-yn-Rhos, Bae Colwyn, Conwy LL28 4HZ

Rhif Ffôn: 01492 546666 Ext 262

Ffacs: 01492 544830

E-bost: jobs@llandrillo.ac.uk neu

http://www.llandrillo.ac.uk/personnel/

Rydym yn ymrwngedig i gynnig cydraddoldeb o gyfle i bawb ac yn croesawu ceisiadau gan bobl ag anabledd yn arbennig.

RHOS CAMPUS

LIBRARY RESOURCE ASSISTANT
(Ref: PS/1233/09)
17.5 HOURS PER WEEK TERM-TIME ONLY
SALARY: £5,622 - £6,430

To support students and staff in the Library and IT Workshop.

RHYL COLLEGE

ADMINISTRATIVE ASSISTANT
(Ref: RC/1234/09)
Salary: £14,862 - £16,998

Experienced Administrative Assistant required for general administrative duties. Financial administration experience would be advantageous. Must be experienced in all Microsoft Office applications and able to work flexibly in a busy office environment. Ability to communicate in Welsh and English is desirable for this post.

CLOSING DATE FOR RECEIPT OF APPLICATIONS:

12.00 NOON ON FRIDAY, 10 JULY 2009

It is a requirement of the College that you complete and submit an application form in order to be considered for any vacancy. For an information pack and an application form please contact (quoting the relevant reference number):

The Deputy Principal - Personnel Services Directorate, Coleg Llandrillo, Llandudno Road, Rhos-on-Sea, Colwyn Bay, Conwy, LL28 4HZ.

Tel No: 01492 546666 Ext 262

Fax: 01492 544830

E-mail: jobs@llandrillo.ac.uk or

http://www.llandrillo.ac.uk/personnel/

We are committed to offering equality of opportunity to all and particularly welcome applications from people with disabilities.

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Private Sector

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Gwynedd/Anglesey

Betty Owen

Tel: 01286 685433

Email: bettyowen@northwalesnews.co.uk

or

Conwy/Denbighshire

Lorraine Rostron

Tel: 01492 574473

Email: lorraine.rostron@northwalesnews.co.uk

or

Email: recruitment@northwalesnews.co.uk



Administrator

We need an all round administrator to work in a small friendly busy office.

We require a team member that has good word processing and telephone skills and common sense.

Some knowledge of financial services would be advantageous.

The role is a full time permanent position.

Salary will be dependent upon skill and experience.

Please apply with your C.V to RPG Wealth Management at

The Office, Gwernigrion, The Roe, St. Asaph LL17 0HY or by e-mail info@rpgwealthmanagement.co.uk

Health & Caring

PLAS MEDDYG SURGERY, RUTHIN

PART TIME TEMPORARY RECEPTIONIST

To cover 9 months maternity leave, 30 hours per week over 5 afternoons.

Post involves booking appointments using a computerised system and administration duties.

A sound education, keyboard skills and experience in dealing with the public required.

The ability to speak Welsh is desirable.

Wage will be dependent on experience.

Successful applicant to undertake a Criminal Records Bureau check. This post is exempt from the Rehabilitation of Offenders Legislation.

For an application form and job description please contact Carol Bell, Assistant Practice Manager, on 01824 702255

Closing date Friday 10th July 2009

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- Employers search our site - upload your CV
- Jobs you're interested in emailed to you



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Part Time

DENBIGHSHIRE VISITOR

Requires Distributors in the following areas:

LL18, LL19

Tel: 0151 330 5058

(Jo) or

Joanne.bober

@liverpool.com

National minimum wage.

Leaflet bonus.

Holiday pay.

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to place your recruitment advert please call on **01492 574446**