



EAGLE PLANT

Beeching Close, Chard, Somerset. TA20 1BB

Job Vacancy

Communications Secretary

Location Post Code: TBA

Job Description

This new role has been created in response to Eagle Plant's transition to employee ownership.

The position we are looking to fill requires someone to edit and distribute our new staff newsletter, gathering topical news stories about events and developments within the Eagle Plant business. Therefore a good command of the written word is essential.

It will be necessary for the post holder to attend Board and Trustee meetings and take and distribute minutes.

This is permanent position.

We anticipate that it would be a part time position, requiring some travelling but could be home based.

Please apply for this vacancy by sending a copy of your CV with a covering note to:

Michael.Grimoldby@eagleplant.co.uk

To find out more please contact us on 07747 625 847

Date posted: 25th February 2016.