



ALDERNEY

GAMBLING CONTROL COMMISSION

Administrative Officer

The Alderney Gambling Control Commission

The Alderney Gambling Control Commission wishes to appoint a person in a full-time position to assist with administration and client support.

The applicant must be flexible and self-motivated, with good keyboard and communications skills. A good working knowledge of excel, powerpoint and word software are essential. Accountancy skills and experience would also be an advantage. The successful candidate should be prepared to work in a small team of people with diverse professional backgrounds. Confidentiality is essential as well as attention to detail, and the ability to prioritise and work under pressure at times.

Interested persons should forward their Curriculum Vitae and contact details to:

The Office Administrator
Alderney Gambling Control Commission
St Anne's House
Q E II Street
Alderney
GY9 3TB
or

Email: rowie.gaydon@agcc.gg

All applications to be received by 30th August 2011