

**Midland Counties Athletic Association** - providing athletic competition to the West & East Midlands and the South West.

***Office Assistant***  
***Circa £16,000 per annum***  
***Alexander Stadium, Birmingham***

A vacancy has arisen for an Office Assistant for our office in Birmingham.

The successful candidate will have experience and will be fully competent with all Microsoft Office Packages. A high level of professionalism, confidentiality and diplomacy is essential as well as an understanding of athletics which is desirable, although not essential.

For a job description for this exciting post, please visit our website [www.midlandathletics.org.uk](http://www.midlandathletics.org.uk)  
A letter of application and CV should be sent to the Hon Secretary at [HonSecretary@mcaa.org.uk](mailto:HonSecretary@mcaa.org.uk)

Midland Counties Athletics Association is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, religion or belief.

**Closing date for applications is midday on 24<sup>th</sup> April 2017**

Interviews in the week commencing 1st May 2017