



Part Time Publicity and Administration Assistant

The Ayrshire Cattle Society is one of the UK's leading Breed Societies, providing registration and membership services. We have an exciting opportunity for an experienced administrator, based in Prestwick.

The ideal candidate will have excellent organisational and communication skills along with knowledge of MS Office packages. Experience using social media / website hosting platforms is desired.

A full clean driving licence and a flexible willing attitude is essential.

Salary is negotiable based on experience. A full job specification is available on request.

Applications should be accompanied by a full CV to Claire Kimm, General Manager, Ayrshire Cattle Society, Westburn House, McNee Road, Prestwick, Ayrshire, KA9 2PB society@ayrshirescs.org / 01292 471292.