



## THE GRAND LODGE OF MARK MASTER MASON

of England and Wales and its Districts and Lodges Overseas

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Mark Masons' Hall  
86 St James's Street  
London  
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Masonic Support Services – Deputy Manager

01 August 2019

### About us

The Grand Lodge of Mark Master Masons (GLMMM) are seeking to recruit an experienced individual to join the Masonic Support Services team as Deputy Manager. In this role, you will provide the day to day management of administrative support to all our Orders. This will involve liaising with external and internal suppliers, answering queries, processing documents, spreadsheets and general duties such as data entry processing and managing the existing teams' workload.

You will also undertake event management and be expected to assist at these events – some out of normal hours working will be required. This is a busy role that requires someone who can prioritise work and juggle many tasks as well as being able to work under pressure to ensure a successful result.

You will need to be within reasonable commuting distance of our offices in central London as this is a full-time, office based, role.

A detailed knowledge of the Orders administered from Mark Masons' Hall would be a distinct advantage.

### About you

We need someone who cares about our members and how they view us. We are looking for a happy and friendly individual who is organised, can follow a process and have a track record in managing people. You need to be an advanced user of Microsoft Word and Excel; proficient with other Microsoft and Adobe applications along with practical database experience. You must be able to deliver excellent customer service and have an eye for detail and demonstrate a working knowledge of social media and website management.

This job requires a fair amount of common sense and we really want to attract someone who will take pride in their work with accuracy at the forefront. Ultimately you will be leading a small but very busy team.

### What's in it for you?

Employees benefit from private healthcare, life assurance, pension scheme and a range of other company benefits, in addition to a basic salary in the region of £36,000 subject to experience. We are a friendly bunch – more human than corporate and you will find our office environment welcoming. You will be given the tools to do your work to the high standard we require, as well as the opportunities to develop your team. *The role **does not** carry any Masonic Rank.* If this opportunity sounds like the challenge you are looking for then we would love to hear from you.

### Next steps

Please send a CV and covering letter to [recruit@mmh.org.uk](mailto:recruit@mmh.org.uk)

CVs sent without a covering letter or supporting statement will not be considered.

If you have not been contacted by 30 August 2019 then you have not been selected for interview.

Closing date for applications: 28 August 2019

Initial Interviews – September 2019