

John Whibley

“Holidays with Music”

‘Ash Lea’ Longlands Road
NEW MILLS
Derbyshire SK22 3BY

Part time administrator

John Whibley Ltd trading as John Whibley *“Holidays with Music”* is looking for a part time administrator to work from its office in New Mills.

The company is a family run business founded in 1998 by John and Helen Whibley which organises 30-35 classical music holidays a year in the UK, Europe and the USA.

The administrator will work in liaison with the three directors, John Whibley, Richard Whibley and Catherine Hart and will undertake general office work including reserving and organising holiday services:

Flights

Hotels

Coaches

Restaurants

Guides

Working 5 days per week, 4 hours per day (20 hours)
20 days holiday per year

Salary: £21000