

AXMINSTER TOWN COUNCIL

PART-TIME ADMINISTRATIVE ASSISTANT

APPLICATION PACK



PERMANENT, PART-TIME ADMINISTRATIVE ASSISTANT

Up to £9.00 per hour depending on age

An opportunity has arisen for a part-time Administrative Assistant, initially for 6 hours (£9.0 per hour) per week, on a permanent basis but with the possibility of more hours in the future. The successful candidate will be a flexible individual with demonstrable office skills in a public facing capacity

FURTHER DETAILS AND AN APPLICATION PACK CAN BE OBTAINED FROM:

The Town Clerk, The Guildhall, West Street, Axminster, Devon. EX13 5NX

Tel. 01297 32088 or Email clerk@axminstertowncouncil.gov.uk

CLOSING DATE FOR APPLICATIONS: 12.00 noon on 30th June 2018

PLEASE SUBMIT APPLICATIONS ONLY ON THE FORM PROVIDED