

AXMINSTER TOWN COUNCIL

TOWN CLERK
MISS HILARY KIRKCALDIE

OFFICE HOURS
10.00 A.M. – NOON
MONDAYS, WEDNESDAYS AND
THURSDAYS

Tel. 01297 32088

Email: axminsterc@btconnect.com



THE GUILDHALL,
WEST STREET,
AXMINSTER,
DEVON
EX13 5NX

09 June 2018

Dear Applicant,

VACANCY FOR PERMANENT, PART-TIME, POSITION OF ADMINISTRATIVE ASSISTANT

Thank you for your expression of interest in the above post.

I have pleasure in enclosing the associated job pack which will give further details and includes the application form.

Please do not hesitate to contact me should you require any further information and I look forward to receiving your application in due course.

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK