

PART TIME ADMINISTRATIVE OFFICER 10 hrs per week £19,240 Pro rata

New Alresford Town Council has a vacancy for a part-time member of the administrative team based in the Town Council Offices at Arlebury Park. The successful candidate will be required to assist with general administrative duties within the Town Council Offices. With the ability to work as part of a small friendly team as well as on your own at times. With at least two years' experience in an office environment and proficient in the use of most Microsoft IT applications, particularly Word, Excel and Outlook. The role will require the post holder to confidently speak to members of the public, and enquirers on the telephone, or visitors in person and via email. You will need to have good communication skills both verbal and written, good organisational skills, able to use your own initiative and able to work under pressure are essential requirements for the role.

To apply please submit your CV and a covering letter explaining why you would be suitable for the role.

CLOSING DATE: 12 noon Mon 12TH Feb 2018

INTERVIEW DATES: To be arranged

START DATE: As soon as possible by agreement