

Employment Vacancy

POST DETAIL

TITLE:	Administration Assistant
POST NO:	STC-AD-003
SALARY RATES:	Hourly rate - £9.00 - £9.55 Full time equivalent - £17,364 - £18,426 Starting rate will be dependent on qualifications and experience
HOURS OF WORK:	Contract - 9:00am – 5:00pm, Monday – Thursday Contract - 9:00am – 4:00pm, Friday Additional Hours – Evening meetings and events
RESPONSIBLE TO:	Town Clerk & RFO
QUALIFICATIONS:	GCSE A-C English (Or equivalent) GCSE A-C Mathematics (Or equivalent) NVQ Business Administration/Customer Services (Or equivalent) Driving licence (and access to own vehicle)
EXPERIENCE:	Working within local government – Desirable. Preparing for meetings and producing minutes – Essential. Preparing accounting documents – Desirable. Preparing VAT documents/returns – Desirable. General office duties – Essential. Computer use experience – Essential. Customer service – Essential. Reception duties – Essential.

The job description and application form may be obtained from:

Shirebrook Town Council
Shirebrook Town Hall
209 Station Road
Shirebrook
Derbyshire
NG20 8AF

or by e-mail: enquiries@shirebrooktowncouncil.gov.uk

Completed application forms should be returned by email or post to the Town Clerk by the closing date of **27th March 2020**.

Informal enquiries / queries may be raised with the Town Clerk on the above email address.

It will not be possible to contact all applicants however successful candidates will be contacted by **31st March 2020** to arrange an interview.