

## Employment Vacancy

### POST DETAIL

<b>TITLE:</b>	Administration Assistant
<b>POST NO:</b>	STC-AD-003
<b>SALARY RATES:</b>	Hourly rate - £9.00 - £9.55 Full time equivalent - £17,364 - £18,426 Starting rate will be dependent on qualifications and experience
<b>HOURS OF WORK:</b>	Contract - 9:00am – 4:00pm, Monday – Thursday Contract - 9:00am – 1:00pm, Friday Additional Hours – Evening meetings and events
<b>RESPONSIBLE TO:</b>	Town Clerk & RFO
<b>QUALIFICATIONS:</b>	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)
<b>EXPERIENCE:</b>	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](mailto:enquiries@shirebrooktowncouncil.gov.uk)

Completed application forms should be returned by email or post to the Town Clerk by the closing date of **17<sup>th</sup> July 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 **24<sup>th</sup> July 2020** to arrange an interview.