

ASHBY DE LA ZOUCH TOWN COUNCIL



An opportunity has arisen for the challenging and interesting part time (16 hrs p .w. over 4 days but some flexibility required) position as

ADMINISTRATIVE ASSISTANT AT ASHBY DE LA ZOUCH TOWN COUNCIL

£16,215 (pro rata) = £8.42ph

The ideal candidate should have:

- The ability to work on your own initiative, as you will be a contact point with the community, other authorities and the Town Council
- Experience of working with the general public
- Good communication skills • Good computer skills
- A commitment to providing excellent customer service.

To request an application form please e-mail the Clerk at info@ashbytowncouncil.org.uk or telephone **01530 416961** Further details regarding the work of the Town Council can be found at

www.ashbytowncouncil.org.uk

Closing date for applications is 20th September 2013, interviews will be held towards the end of October.