

UTTOXETER TOWN COUNCIL VACANCY



ADMINISTRATIVE ASSISTANT/ RECEPTIONIST

Salary level: NJC Scale 15 (£17,072)

Job type: Full-time (37 hours)

Location: Uttoxeter, Staffordshire

Closing date: 31 August 2017 – 12 noon

Uttoxeter Town Council is looking to appoint a permanent full time Administrative Assistant/Receptionist to work in its busy reception office and assist the Town Clerk/RFO and Office Manager. Candidates must have the ability to prioritise their workload, work well under pressure in a busy environment, have a high level of accuracy and strong communication skills. They should also be familiar with MS Office, including Microsoft Word, Excel, Outlook, Publisher and Access. Some level of flexibility is also required in order to cover occasional evening and weekend functions.

Duties will include: Reception and general office duties, greeting visitors, Mayor and Deputy Mayor's diaries, banking, accounts, manage bookings for the Town Hall, markets and weddings. Assistance with any ad-hoc duties, projects and activities as and when required.

The position will also require occasional cover for the services provided at the Cemetery including attending interments.

For an application pack please contact Tina Jeffery, Town Clerk, Uttoxeter Town Council, High Street, Uttoxeter, Staffordshire ST14 7HN (01889 564085) tina.jeffery@uttoxetertowncouncil.org.uk

Further information on the Town Council can be found at www.uttoxetertowncouncil.org.uk

Shortlisting will take place week commencing 4 September 2017
Interviews will be held on 11 September 2017

Shortlisted applicants will be contacted in order to make arrangements.