ELLESMERE TOWN COUNCIL

VACANCY FOR PART – TIME ADMINISTRATIVE ASSISTANT

Ellesmere Town Council has a vacancy for an Administrative Assistant for 25 hours a week.

We are looking for an honest, reliable, highly self-motivated, and proactive individual to join our team, to work alongside our Clerk, primarily managing the Town Hall diary and supporting the day-to-day operations and services of the council, from administrative tasks, finance, maintaining and improving our communications such as our website and social media pages.

You will be responsible for providing administrative support to the Town Council and ensuring the smooth running of Council facilities. This is a very busy and interesting position. We are looking for someone who possesses, and can demonstrate excellent administrative and organisational skills, with an enthusiastic can-do attitude.

The ideal candidate will be able to present the following skills or experience:

- Worked with the town and parish councils – (**desirable but not essential).**
- Excellent communication skills.
- Good attention to detail.
- IT literate (emails, Excel, PowerPoint, Word).
- Good administrative and organisational skills.

Starting Salary: NJC SCP 13 - 17 £12.97 - £13.95 per hour.

If you are interested in this position and would like an informal chat or further information please contact, Joanne Butterworth, Town Clerk and RFO. jo.butterworth@ellesmere-tc.gov.uk or 01691 622689.

To apply: Please contact us for an application pack to be sent by post or email. If you would prefer to download the documents yourself, please visit our website and return the documents by email or post:

Address: Mrs J Hynes, Deputy Clerk
Ellesmere Town Council
1-3 Willow Street
Ellesmere, Shropshire
SY12 0ALE

Email address: admin@ellesmere-tc.gov.uk

Completed applications to be received by **Friday 20th October 2023**. Interviews will be held on 24th October 2023.