



TEMPORARY ADMINISTRATION ASSISTANT VACANCY

Kirby Muxloe Parish Council are looking to recruit an enthusiastic and reliable person to help the Parish Clerk with a variety of administrative and practical tasks.

Candidates should have working knowledge of Microsoft Word, Excel & Outlook, a good level of customer care when meeting people (on the phone or in writing), good organisational skills and be able to work as part of a team as well as on their own. Previous work in the public sector and in a small office environment would be helpful although not essential as training where required will be given.

Duties are varied and include answering queries from the public, issuing orders and invoices, banking, updating the Council website, assisting with the allotments and general administration support.

The work is primarily office based at Station Road but also involves a limited amount of travelling and outdoor liaison work.

The job offered is on a temporary part-time position (15 hours - 5 days per week) and the salary is £18,795 - £19,171 pro rata (£9.77 - £9.96 per hour)

If you are interested please contact: Rachel Atkinson, Clerk to Kirby Muxloe Parish Council on 0116 2386408 or admin@kirbymuxloeparishcouncil.org.uk

Completed Application forms are to be received by the close of business on Friday 31st May 2019.

Kirby Muxloe Parish Council confirms its commitment to equality of opportunity in all areas of its work.