

TORPOINT TOWN COUNCIL

ADMINISTRATION ASSISTANT

(20 hours per week (additional 5 hours available) - Spinal point 17-21
(£17,772 - £20,138 pro rata – pay award pending))

Torpoint Town Council are seeking a conscientious and committed individual to undertake Council administrative and financial functions. This is an exciting time to join a Town Council with an expanding port-folio of services and assets. Motivated with a strong commitment to CPD and training, the successful candidate will have good ICT and interpersonal skills with a sound knowledge of office based systems. Excellent opportunities exist to develop a successful career with the Council. Closing date for applications Friday 20th April 2018. Application packs are available from:-

- Town Council Website www.torpointtowncouncil.gov.uk (follow the links),
- email:- admin@torpointtowncouncil.gov.uk
- or telephone 01752 814885