



JOB ADVERT

Administrative Assistant

15 hours per week (Increasing to 20 hours per week in April 2022)

Starting at £10.65 per hour (Rising to £11.53)

Brixworth Parish Council has a vacancy for an Administrative Assistant. The main responsibility is to provide support to the Clerk in his/her duties to ensure the smooth running of the Parish Council.

You will need to be a good communicator with an ability to deal with a wide range of people with both diplomacy and tact. Strong interpersonal skills are essential together with IT skills which should include the competent use of the Microsoft range of products including Word, Excel, Publisher and Outlook.

The role is based at the Brixworth Community Centre & Library although some home working may be required dependent on COVID restrictions within the workplace.

For further details, including the job description, person specification, and application form please visit <https://www.brixworthparishcouncil.gov.uk>

The deadline for written applications is **Monday 31st January at 5pm.**

Further information is available from Katrina Jones, Parish Clerk via email at parish.clerk@brixworthparishcouncil.gov.uk or telephone 07983 141786.