



VACANCY for a PART TIME ADMINISTRATIVE ASSISTANT

Stratfield Mortimer Parish Council wishes to appoint a Part time Administrative Assistant to be based in the Parish Council office in Mortimer.

The role is to provide administrative support to the Clerk. This will involve a variety of tasks such as taking phone calls, logging post received, filing, preparing correspondence, managing bookings for the Fairground and Cemetery and processing purchase orders and invoices in conjunction with the Clerk. The person will also support the Clerk in managing agendas for Full Council and Committee meetings and in collating and distributing papers for these meetings.

The post is for 15 hours per week spread over 3 days, 9:30 am to 3.00 pm (with ½ hour lunch break) on Monday, Tuesday and Thursday. There may be some flexibility in these hours for outstanding candidates.

A competitive salary will be paid depending upon experience and will include 12 days annual leave.

Candidates should have excellent communication and computer skills (the Council uses Windows and Microsoft Office), be adaptable and able to work to tight deadlines.

Applications should be made by letter, setting out what you would bring to the post and enclosing a brief cv. Applications should be made to the Clerk using the contact details below. **The closing date is Saturday 18th February.**

Informal enquires can be made to the Clerk using the same contact details.

Contact Details: The Clerk (Mr Haydn Selywn-Jones),
Stratfield Mortimer Parish Council Office,
The Library, 27 Victoria Road, Mortimer RG7 3SH

Telephone -0118 9331955

Email: the.clerk@stratfield-Mortimer.gov.uk