



ADMINISTRATOR

37 hours per week. Competitive salary plus Local Government Pension Scheme.

This varied and responsible role will involve you in all aspects of administrative support for the Town Clerk's team to include responsibility for bookings for the Edgar Hall via our online booking system as well as being the first point of contact for the public contacting the Town Council.

The successful candidate will be competent in the use of IT systems, with experience of administration work and dealing with the public in a calm and confident manner.

The role is full time Mon – Fri, 8.30 – 4.30 and will include some evening meeting work. For an application form and Job Description, please contact the Town Clerk on town.clerk@somertontowncouncil.gov.uk