



Mablethorpe & Sutton Town Council

**Administration Assistant –
Permanent Full Time / Part Time (up to) 37 hours per week**

Salary: NJC Salary Scale Point LC1 SCP 1 - 4

£ 9.53 to £10.01 per hour / £18,333 to £19,264 per annum

Mablethorpe & Sutton Town Council is seeking to employ a full or part time Administration Assistant.

The ideal candidate will be able to communicate in a professional manner via telephone and face to face with members of the public, staff, and elected Members (Councillors) of the Council.

A background in a clerical role is essential in addition, evidence of relevant training or qualifications in Information Technology (IT), Finance and Business Administration would be an advantage, however, the Council is willing to provide appropriate training to the ideal candidate to help them achieve the required standard.

Based at Mablethorpe & Sutton Town Council's Offices, successful candidates will be expected to service meetings, take letters, mail, and parcels for posting, and undertake and work from other Council premises as necessary and some evening and weekend work is essential.

The role is flexible and there is opportunity for career progression for the right candidate.

Closing Date: 12 noon Friday 19th August 2022

Interview Date: Week commencing 12th September 2022.

For further information, and to request an application pack, please contact Steve Fletcher, Town Clerk & RFO via email: clerk@mastc.co.uk or call 01507 613 646.

Mablethorpe Town Council is an equal opportunities employer and welcomes all applications irrespective of gender, ethnic origin, religion, belief, sexual orientation, age, or disability.