

KESSINGLAND PARISH COUNCIL



VACANCY

PART-TIME ADMINISTRATIVE ASSISTANT

We have a vacancy for a part time Administrative Assistant for approximately 10 hours a week (flexible) on a fixed term contract up to 31 March 2018 in the Parish Council Office in Kessingland.

The role would undertake a wide range of administrative and clerical duties to ensure the efficient operation of the Parish Council.

If you are interested in the post or to request a job application form please contact the Parish Clerk on 01502 744367, Email: clerkkessingland@outlook.com or visit the Parish Council website: Kessingland.onesuffolk.net

Deadline for applications: 9am on Monday 30 October 2017

Interviews: Friday 10 November 2017