

VACANCY: ADMINISTRATOR

Sandhurst Town Council, Sandhurst, Berkshire.

www.Sandhurst.gov.uk



Salary: £15,990 pa

(35 hours per week, Monday to Friday, 9am-5pm)

An opportunity has arisen for a professional and efficient administrator to join the busy, hardworking team at Sandhurst Town Council.

Using your communication and organisational skills you will be staffing the Reception desk in the Sandhurst Town Council offices, right at the heart of the community, serving the public through a diverse and varied range of office based duties.

The successful applicant will be confident and focussed, able to respond positively to enquiries from the public while completing other duties accurately and with complete integrity. The responsibilities of the post include: administering a booking system for recreational facility hiring, processing and recording payments, supporting the meetings of Councillors by collating and distributing official papers, producing written documents and facilitating effective communication between staff as a central point of contact.

Closing date for applications: 17 May 2019

Proposed interview day: 28 May 2019

For an application pack and to apply please visit either of the sites below-

www.bracknell-forest.gov.uk/jobs

www.indeed.com