

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

PART TIME TEMPORARY ADMINISTRATIVE ASSISTANT

INITIALLY FOR 6 MONTHS
(to be reviewed after 5 months)

12 HOURS A WEEK

9.00AM – 12.00noon MON – THURS INCLUSIVE

Salary £8 per hour

We are looking for an experienced and enthusiastic person to join the Clerk and Deputy Clerk in the provision of a high quality administrative service to the Council.

Previous administrative experience is essential as is the use of Microsoft Office – Word, Excel, Outlook and a commitment to providing a high quality customer focused service.

Experience of maintaining and uploading data to a web site would be advantageous, but training will be provided to a suitable applicant.

We would be willing to consider alternative work times as follows 9am – 12 noon or 9.30am – 12.30 pm Mon – Thursday inclusive

For a chat about the position or to request an application pack please ring either the Clerk or Deputy Clerk on 01903 812042 9am – 5pm Mon – Thurs or 9am – 1pm Fridays.

Closing date : 31st July 2016.



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com