

ADMINISTRATION OFFICER



For a full job description
& application form please
visit:

[www.arundeltowncouncil.
gov.uk/vacancies](http://www.arundeltowncouncil.gov.uk/vacancies)

Applications to be
returned to the Town
Clerk - Carolyn Baynes:
[townclerk@arundel
towncouncil.gov.uk](mailto:townclerk@arundeltowncouncil.gov.uk)

130 HOURS PER MONTH INCLUDING SOME EVENING & WEEKEND WORK

This post offers a challenging workload and the successful candidate will need to have the flexibility to handle a variety of general administration and communication tasks including dealing with members of the public.