

ATHERSTONE TOWN COUNCIL



Temporary Vacancy

Atherstone Town Council seeks an administrative assistant for July and August 2023.

10-18 hours per week (Mon – Fri)

Minimum wage rate applies.

Would suit a school leaver / student or someone wishing to gain office work experience.

To apply please email clerk@atherstone-tc.gov.uk with a brief statement about your suitability for the role.

Job Description (see attachment)

Closing date for applications: 2nd July 2023

For further information please call Atherstone Town Council - 01827720829

Atherstone Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.