Tatworth and Forton Parish Council is looking for an Admin assistant to support our Clerk

The applicate must be keen to advance the work of the Parish.

Attributes/Skills, Social interaction, computer literate with knowledge of Microsoft, strong in social media and Website, administration skills and willing to learn.

10 Hours a month on a flexible basis working in the office or at home.

Salary based on local government structure.

We are an equal opportunity local council employer.

Please sent application letter and CV to clerk@tatworthandfortonparishcouncil.org.uk

Closing date 15th August 2022