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](mailto:clerk@tatworthandfortonparishcouncil.org.uk)

Closing date 15th August 2022