

ADMINISTRATION OFFICER & TOWN MAYOR'S SECRETARY

JOIN OUR TEAM

Do you have strong organisational and customer service skills?

This exciting role provides reception services and administrative support to all departments.

You'll also be managing the Town Mayor's diary for civic engagements so attention to detail is key.

- £25,989 per annum pro rata (Actual salary £15,804)
- 22.5 hours per week
- Monday, Thursday & Friday
- Generous holiday allowance
- Competitive pension scheme



Flitwick
Town Council



Application deadline: **22nd August**
Interviews: **w/c 1st September**

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QR code
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details

