



ASSISTANT TOWN CLERK/ MAYOR'S SECRETARY

Opportunity to join a small local government team delivering on a dynamic and exciting regeneration programme

Maternity leave cover for 10 months from mid-August 2017 at Guildhall, Sandwich
At £1,613.40 per month plus a £1,500.00 retention bonus upon completion of contract
(equivalent to £19,238 per annum)

Dependent on experience and skills

Applicants must have: a proven experience in administration including minuting of meetings, report writing, customer-services and IT skills.

Knowledge of local government would be useful but not essential as training will be given.

Application form (no CV's) available from

The Town Clerk's Office

Guildhall, Cattle Market

Sandwich

Kent CT13 9AH

Tel 01304 617197

E mail: townclerk@sandwichtowncouncil.gov.uk

Closing date: 9am 17th July 2017