

BURWELL PARISH COUNCIL

JOB VACANCY

ASSISTANT TO THE PARISH CLERK

An office administrator is required to support the Parish Clerk to ensure the efficient running of the Parish Council Office.

Applicants should be computer literate with knowledge of Word, Excel and Email, be well organised, able to meet deadlines and a good communicator with confidence in dealing with members of the public.

18 hours per week spread over five mornings and including covering occasional evening meetings in the Clerk's absence.

For further information/application forms contact Mrs Y Rix, Parish Clerk.

Mrs Y Rix, Parish Clerk

The Jubilee Reading Room

99 The Causeway

Burwell

CB25 0DU

Telephone: 01638 743142 Email:

burwellpc@btconnect.com