

Administrative Assistant

Godstone Parish Council

Godstone Parish Council are looking to appoint an Administrative Assistant with the drive, determination and sound organisational skills to manage a varied workload.

In addition to managing the day-to-day administration of the Parish Council, the post holder will work closely with Councillors and the Clerk, to plan and implement the aims and objectives of the Council and provide cover when necessary, in the Clerks absence.

The applicant should have a keen interest in local affairs and an understanding of local issues. Good office organisational skills along with a sound working knowledge of Microsoft Office packages are required.

The position is based at the Parish Office in Godstone but travel to other parts of the Parish will occasionally be required.

The position is for 10 hours a week on Monday, Wednesday and Friday mornings and the applicant may be required to attend an evening meeting once a month.

Please submit a CV and the names of 2 referees to Chair of the Parish Council, The Bounty, Godstone Green, Godstone, Surrey, RH9 8DY.

For more details please visit our website www.godstone-pc.gov.uk

Closing date for applications is 31 October 2021.