



# VACANCY

We are seeking to appoint a competent and experienced Administrative Assistant to assist with the day to day tasks of the council and in support of the Clerk/Finance Officer. This is a varied and interesting role within local government requiring excellent communication skills. The candidate would need to work on their own initiative, with a positive attitude to the role and a desire to train and develop. You will be responsible for dealing with a range of enquiries relating to all aspects of the council, face to face communication in the parish office, answering the phone and responding to post and email communication. This will require dealing with the wider community so having a good local knowledge and varied experience dealing with the public and outside agents would be beneficial to the role.

The role will be for 12 hours a week over three days working 9am -1pm.

If you think this could be the role for you, please contact the parish office for a job description on 0121 457 9410 or email [newfrankleyparishcouncil@gmail.com](mailto:newfrankleyparishcouncil@gmail.com).

If you would like to apply, please send CV's and a cover letter outlining your reasons for applying for the role.

Closing date for applications is Wednesday 21<sup>st</sup> July 2021.