

WESTGATE-ON-SEA TOWN COUNCIL ARE RECRUITING



Westgate-on-Sea Town Council are looking for an enthusiastic reception/accounts administrator

You will be confident in office administration tasks, with an eye for detail, ensuring that residents queries are dealt with in a professional manner whilst assisting the Town Clerk and office in a variety of day to day matters.

Reporting to the Town Clerk you will have the ability to communicate well with colleagues and the public, have a strong work ethic and not be afraid to get stuck in!

Flexibility is essential as the workload can vary from time to time.

The position available is working part time 20 hours per week starting at £10.63 per hour

For a job profile and application form please contact the Town Clerk:

Westgate-on-Sea Town Council

78 St Mildreds Road

Westgate-on-Sea, Kent CT8 8RF

Tel : 01843 836182 Email: townclerk@westgateonsea.gov.uk

Closing Date : Friday 2nd December 2022