



Office Manager

Applications are invited for the position of a full time permanent Office Manager with immediate effect.

Local Government Office Experience Essential.

Experience in the operations of Local Governments Services, Administration and Financial Management.

37 hours per week, Monday to Friday, mainly 9am – 5pm however, attendance at monthly evening meetings is required.

SCP 29 – 31, £25,440 - £27,123, pension scheme, 23 days holiday plus bank holidays.

Application form, job description and person specification available from:

The Town Clerk
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Tel: 01752 844846

Email: enquiries@saltash.gov.uk

If you have not received a response within a week of the closing date, then you have on this occasion, been unsuccessful.

Closing date: Noon Friday 25th May 2018

Anticipated interview date: Tuesday 5th June 2018

