



Administration Officer

Applications are invited for the position of a full time permanent Administration Officer with immediate effect.

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

LC1 18 - 21, £18,870 - £20,541 pension scheme, 23 days holiday plus bank holidays.

Application form, job description and person specification available from:

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 your application on this occasion, has not been selected.

Closing date: Noon Friday 29th June 2018

Anticipated interview date: Tuesday 24th July 2018

