

Royston Town Council



Full Time Receptionist/Administration Assistant

37 hours per week

Salary: Point 13 - £17,391 per annum

Royston Town Council is looking for a full time, flexible, organised and efficient administrator to join our small team. You will be responsible for general public enquiries, preparing paperwork for meetings, recording planning applications, allotment lettings and other general administration. Good computer and communication skills are essential.

Application form and more information is available on-line at

www.roystontowncouncil.gov.uk or from

Royston Town Council, Melbourn St,
Royston, Herts SG8 7DA.

Tel: 01763 245484

Email:

town.clerk@roystontowncouncil.gov.uk

Closing date: 16th August 2018