

# **ASSISTANT CLERK (Part-time)**

# **WANTED**

The Parish Council is looking for someone to be part of the Parish Office Staff Team, having responsibility for various activities of the Council. In particular the position requires good skills in the following areas: computer use, confident telephone manner and verbal communication, organisation and administration, ability to work without close supervision, adaptability.

The salary range is £9,600 to £11,400 pa for 18 to 20 hours per week over 4 days, and depending on experience.

**PLEASE contact us for more details:**

**Tel: 01273 833264**

**Email: [hurstpierpoint.pc@btinternet.com](mailto:hurstpierpoint.pc@btinternet.com)**

**or call into the Parish Office: Trinity Road,  
Hurstpierpoint**

Date: 9 January 2019