

BRAMSHOTT & LIPHOOK PARISH COUNCIL

Require

Administration Assistant

Reporting to the Senior Administration Officer and responsible for providing general administrative support at both the Liphook Millennium Centre and the Haskell Centre. This will include at least 2 days acting as the information Officer to members of the public.

Up to 26 hpw Monday – Friday. Starting Salary £11,492 p.a. Closing date 15th September 2017.

For an application pack: Tel. 01428 722988, email council@bramshottandliphook-pc.gov.uk or download from the website www.bramshottandliphook-pc.gov.uk