

# **Closing Date Friday 1st December at midday. Application by CV**

## **KIDWELLY TOWN COUNCIL**

- Title:** Administrative Assistant
- Salary:** £12,542.40
- Hours of Work:** 20 hours from Monday to Thursday flexible hours
- Location:** Kidwelly Town Council Offices, Hillfield Villas, Kidwelly SA17 4UL
- Line Manager:** Town Clerk

### **Main Purpose of Job:**

To provide administrative assistance and support to the Town Clerk, council officers and councillors.

### **Job Description**

- Reception duties – answering telephone calls and dealing with the general public
- Responding to correspondence and e-mails
- Photocopying and collating work for distribution to Councillors and others
- Management of the Mayor's Diary
- Maintaining burial records
- Receiving and sending out mail
- Organising meetings
- Taking Council minutes if required
- Maintain website and update social media
- Helping to develop, maintain and operate efficient office systems
- Assisting with arrangements for ceremonial occasions and Christmas events
- Other reasonable duties as may be required by the Town Clerk in order to ensure efficient administration of Kidwelly Town Council

### **Person Specification**

Essential Attributes:-

- A good standard of education (minimum 5 GCSE A-C grades to include English and Maths)
- Good computer skills – microsoft 365
- The competence to work alone with minimum supervision
- The ability to work under pressure
- Able to use initiative to resolve day to day problems which arise in the community
- Friendly and pleasant manner when dealing with the public
- Ability to speak Welsh is desirable