



Southborough Town Council

Office Administrator

A vacancy has arisen with Southborough Town Council for a conscientious, motivated individual to act as our Office Administrator.

You need to be a good communicator and have a sound knowledge of Microsoft Word and Excel. You will need to effectively communicate by telephone, face to face and in writing. Ideally candidates should have experience in local government. The Council considers this to be a customer focused role and the ability to converse at ease with customers is essential. Good spoken English is fundamental to the role. This is a full time position on a permanent contract. Starting salary is from £23,369 per annum. For a job description and application form please contact the Town Clerk, c/o Tunbridge Wells Town Hall, Mount Pleasant Road, Tunbridge Wells, Kent. TN1 1RS

Tel. 01892 520770 or visit the Councils website www.southboroughcouncil.co.uk

CV's will only be accepted if attached to a completed application form.

Closing date for applications is 3rd June 2019.