



VACANCY FOR AN ADMINISTRATIVE ASSISTANT

(Part-time 10 hours per week initially)

Salary: SCP 22 £11.02 per hour

To provide administrative assistance to the Council in helping with day-to-day running of our new offices situated in Lyndhurst High Street and assist with developing and implementing future growth strategy and associated plans as well as work associated with Cemetery records, Recreation Ground and Allotments.

The ideal candidate will have good organisational skills, be able to plan and manage workloads, be an effective team member and have good written, IT and verbal skills. Should be prepared to study for CiLCA qualification. We envisage that the hours will increase as the role develops.

For an application form and job description please visit our website www.lyndhurstparishcouncil.org.uk or contact the Parish Office on 023 8028 4928/023 8081 3218 or email clerk@lyndhurstparishcouncil.org.uk. **Closing date: 12 February 2018.**