MARKET DRAYTON TOWN COUNCIL

Receptionist/Administrator

20 hours per week, Monday to Friday, 9am – 1pm

Salary: Scale LC2 (Point 13 - 16) £17,391 - £18,319 pro-rata

To work with the team based at the Town Hall offices reporting to the Town Clerk. The applicant should be IT literate with some experience in designing publicity material. The pay will be based upon experience and qualifications within the above pay scale.

Closed date: Noon 18 January 2019

For an application pack and any further information please contact:

Please send an up to date CV along with a hand written application form to:

Mrs Julie Jones

Town Clerk

The Town Hall

Frogmore Road

Market Drayton

TF9 3AX

Telephone 01630 653364

E mail: townclerk@marketdrayton.gov.uk

*The Council is an equal opportunities employer and welcomes applications from those with disabilities, members of ethnic groups and people of all ages.*