

# Administration Officer



**Salary:** £26,873 pro rata = £13.93/hour

**Hours:** 20 hours per week, Monday to Thursday 9am to 2pm

1-year fixed contract, 23 days holiday (pro rata) plus Bank Holidays. Local Government Pension.

**Location:** Perranporth

Would you like to join our friendly Parish Council team? We are looking for an experienced Administration Officer to support the work of Perranzabuloe Parish Council in the busy office at Ponsmere Valley, Perranporth, with a range of varied tasks and interesting daily challenges. Key skills include excellent written, administrative, and organisational abilities, confidence in using initiative to solve problems, good IT skills, a friendly and helpful approach to responding to public enquiries and a willingness to work flexibly.

For an application pack please email [office@perranzabuloe-pc.gov.uk](mailto:office@perranzabuloe-pc.gov.uk) or download details from our website [www.perranzabuloe-pc.gov.uk](http://www.perranzabuloe-pc.gov.uk)

Closing date: 19 February 2024

Interviews will be held: 29 February 2024