



Liskeard Town Council

Admin Assistant – Support Services

Salary £17,169 per annum Pro rata

20 hours per week, 09.00 – 13.00 Mon – Fri

The Council is looking for a suitably experienced person to join its Support Services Team as an Admin Assistant to provide administrative support to the Support Services Manager and undertake a wide variety of administrative duties including ensuring the website is up to date at all times.

Application deadline - Noon 3rd February 2017.

Details and application forms available to download from <http://www.liskeard.gov.uk/notices/vacancies/>
or e-mail office1@liskeard.gov.uk
or from the Town Council Offices
3-5 West Street, Liskeard PL14 6BW.