

Burgess Hill Town Council

ADMINISTRATIVE CO-ORDINATOR (OPERATIONS TEAM)

£15,153 - £18,430

Pay award pending

- Do you want to work for an award winning council?
- Are you a confident communicator with excellent interpersonal skills?
- Do you have excellent administrative, written and organisational skills?
- Do you want to work in a team where no two days are ever the same?

This is a demanding job offering plenty of variety. From co-ordinating meetings and providing secretariat support to compiling statistical reports and liaising with partner agencies such as Sussex Police.

This is not just a desk job!

For an application pack contact us at 96 Church Walk, RH15 9AS.

Tel: 01444 247726 or council@burgesshill.gov.uk

To find out more about this position contact Jo Whitcombe on 01444 238209.

Closing date Friday 20 June 2008

Interviews will be held on Wednesday 2 July 2008

Start date Monday 4 August 2008