

CROMER TOWN COUNCIL
Administration Assistant

Part Time – 10 hours per week

Salary - £10.79 per hour plus Pension

Closing date for receipt of application Friday 12th April, 2019

General Responsibilities:

To assist in the preparation of minutes, agendas, letters and to assist in the various activities arising from Town Council meetings. To attend Town Council meetings as required to include evenings. To assist with the general organisation of the Town Council offices and to deal with enquiries from the general public.

Responsible to: The Town Clerk.

Specific responsibilities:

- Filing, photocopying and general clerical duties as required.
- Produce and issue agenda papers for meetings on behalf of the Clerk.
- Preparation of minutes of the Town Council meetings and committee meetings.
- Assisting in the processing of letters arising from meetings and from the everyday running of the Town Council.
- Preparation and maintenance of databases and spreadsheets including updating the Cemetery Management System and answering any queries.
- Generally assisting council members and members of the public with queries.
- To assist in the administrative duties required in the various functions of the Town Council, which at the present time include maintenance of the cemeteries, street lights, various publicity activities and related matters.
- Maintaining Cromer Town Council's website and social media.
- Any other duties involved with town activities which may from time to time arise.
- To work towards the CILCA.
- To attend conferences and training as directed by the Town Clerk or Town Council

- Requirement to cover weddings on an ad hoc basis including weekends and bank holidays.
- To meet with the bereaved and assist with internments at Cromer Cemetery.

General Qualities

- Good time keeping
- Flexibility

Application forms available from our office, website www.cromer-tc.gov.uk or Cromer Jobcentre. PLEASE DO NOT SEND A CV.