Porthcawl Town Council are hiring

Administration Officer

For a full job description and application form please visit:

https://www.porthcawltowncouncil.gov.uk /the-council/information/vacancies/

or telephone 01656 782215

Applications to be returned to Ceri John, Town Clerk at:

cerij@porthcawltowncouncil.gov.uk

25 hours per week including some evening work

This post offers a challenging workload and the successful candidate will need to have the flexibility to handle a variety of general administration and communication tasks including dealing with members of the public.