

# ADMINISTRATION & COMMUNICATIONS OFFICER

1 YEAR FIXED TERM CONTRACT



For a full job description  
& application form please  
visit:

[www.arundeltowncouncil.gov.uk/vacancies](http://www.arundeltowncouncil.gov.uk/vacancies)

Applications to be  
returned to the Town  
Clerk - Carolyn Baynes:  
[townclerk@arundeltowncouncil.gov.uk](mailto:townclerk@arundeltowncouncil.gov.uk)

## 130 HOURS PER MONTH INCLUDING SOME EVENING & WEEKEND 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.