



## **BARNSTAPLE TOWN COUNCIL**

### **ADMINISTRATION MANAGER**

**£17,072 - £17,772 pa pro rata**

**21 hours pw – Monday, Wednesday, Friday**

This post manages all council administrative systems, and oversees administrative support to council committees. Specific duties include management of one member of staff, administration of bookings/hires, invoicing and payments, and management of the Council's website and social media presence.

Excellent administrative, IT, organisational and communication skills are needed, as is the ability to work effectively alone or as part of a team.

For an application pack contact Barnstaple Town Council, Barum House, The Square, Barnstaple EX32 8LS. Tel 01271 373311, email [admin@barnstapletowncouncil.co.uk](mailto:admin@barnstapletowncouncil.co.uk) or see [www.barnstapletowncouncil.co.uk](http://www.barnstapletowncouncil.co.uk).

Closing date: 4.30pm, Friday, 24<sup>th</sup> March

Interviews: Tuesday, 4<sup>th</sup> April

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