



Wareham Town Council

Administrative Officer

Enthusiastic, experienced administrator required, preferably with local government experience. Team worker, computer literate with organisational, minute taking, people skills and initiative. Duties to include a range of committee and admin tasks. 20 hours per week, 9.00 am – 1.00 pm plus evening meetings. £15444 p.a. pro rata (£8.02 per hour).

Tel: 01929 553006 for information pack or e-mail: clerk@wareham-tc.gov.uk Closing date: Friday 23rd July. Interviews: Friday 30th July