



## VACANCY

NEWPORT PAGNELL TOWN COUNCIL

At the COUNCIL OFFICES, 80 HIGH STREET,  
NEWPORT PAGNELL, MK16 8AQ

FOR A

### **RECEPTIONIST/ADMINISTRATOR**

#### **REQUIREMENTS:**

PART TIME; MINIMUM OF 14 HOURS PER WEEK.  
FLEXIBILITY IN WORKING HOURS REQUIRED.  
MAINLY MORNING BUT SOME AFTERNOONS

COMPUTER LITERACY: WORD, MICROSOFT OFFICE,  
SPREADSHEETS, PHOTOCOPYING.

EXCELLENT CUSTOMER SERVICE AND EXPERIENCE  
IN DEALING WITH MEMBERS OF THE PUBLIC  
PREFERRED.

THE INCUMBENT WILL BE REQUIRED TO FORM PART  
OF A TEAM AND MUST BE PREPARED TO TAKE ON A  
VARIETY OF TASKS AS NEEDED.

PHONE 01908 618756 FOR FURTHER DETAILS. SEND  
IN YOUR CV BY 13th MARCH, ADDRESSED TO THE  
TOWN CLERK, AT THE ABOVE ADDRESS OR BY  
EMAIL TO [TownClerk@newport-pagnell.org.uk](mailto:TownClerk@newport-pagnell.org.uk)

SHORTLISTED CANDIDATES WILL BE REQUIRED TO  
ATTEND INTERVIEWS DURING THE WEEK  
COMMENCING 13th MARCH 2017.