



## WALTHAM ABBEY TOWN COUNCIL

### JOB VACANCY

#### Administrative Assistant

Located in southwest Essex, Waltham Abbey Town Council operates a wide range of facilities and has a budget of £1.2m and holds the Local Councils Award at Quality Gold standard.

We are seeking to appoint a knowledgeable and enthusiastic person for this role (Part-time Monday and Tuesday only), who would be responsible for administrative support to the Town Council including reception cover, data entry and ad hoc administrative support.

Salary scale point 5 £19,650 pro rata or £11.21 per hour. Temporary cover for 3 months with a view to hiring permanently.

Interview date to be confirmed.

For full job description and application form –  
Tel: 01992 714949 or email [townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk)

The Town Council has the right to close this vacancy at any time if there is a successful applicant.