

Receptionist

Yeovil Town Council

Town House, 19 Union Street, Yeovil, Somerset BA20 1PQ

Tel: 01935 382424

ytic@yeovil.gov.uk

20 hours per week

SCP 4 – 6 (£9,960 - £10,363 pa)



Yeovil Town Council

We are looking for a reliable Receptionist to join our team at Yeovil Town Council. You must have excellent customer service skills and be able to communicate both verbally and orally. You should also possess exceptional administration skills. You will need to work well within a team.

Closing date is Friday 20th September 2019.

For an informal discussion please contact Amanda Card (Town Clerk) or Lucy Jones (Administration Officer) on 01935 382424. An application form, job description and specification are available at the above address or on our website www.yeovil.gov.uk.