



Admin Officer

(12-month fixed term position in the first instance)

37 hours per week (plus occasional evenings and weekend)


SCP 5 - 12: £23,500 to £26,421 plus Local Government Pension Scheme

We are looking for an Admin Officer to join our busy team to assist with the administration of the Council's properties, equipment and facilities. You should possess exceptional administration and organisational skills. You will need to work well within a team.

Closing date is Monday 21st October 2024.

For an informal discussion please contact Amanda Card (Chief Executive / Town Clerk). An application form, job description and specification are available at the address below or on our website.

Yeovil Town Council, Town House, 19 Union Street, YEOVIL BA20 1PQ

 01935 382424

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