



Redruth Town Council

ADMINISTRATIVE ASSISTANT SUMMER INTERNSHIP

Hourly rate: Under 18 - £5.00; 18-20 years - £7.00; 21-22 years £8.50
22 hours per week
Six-week contract, July & August 2021

JOB DESCRIPTION

Responsible to:

Administration and Finance Officer

Job Purpose:

To provide administrative support across the Town Council services.

Duties & Responsibilities:

- To provide administrative support to the Town Council.
- Answering the Town Council telephone, handling basic enquiries
- Basic social media & website updates.
- To maintain filing systems.
- To monitor the Town Council's email and respond as directed.
- To handle post received and sent by the Town Council.
- To ensure security of all confidential information.
- To work flexibly within the Redruth Town Council team as required.

**Redruth Town Council
Person Specification for the Administrative Assistant
Summer Internship**

	Essential Attributes	Desirable Attributes
Educational Qualifications	GCSE 4 or above or Equivalent in English and Maths (Or predicted grades)	
Skills and Knowledge	<ul style="list-style-type: none"> • Good listening, oral and literacy skills • ICT skills including the ability to use the internet to access relevant information • Organising time and work to deadlines 	
Personal Attributes	<ul style="list-style-type: none"> • Able to maintain confidentiality and impartiality • Sympathetic to the needs of others • Open to learning • Good interpersonal skills 	