



ADMINISTRATIVE ASSISTANT SUMMER INTERNSHIP

Hourly rate: Under 18 - £5; 18-20 years - £7; 21-22 years £8.50
22 hours per week
Six-week contract, July & August 2021

We are looking for a bright, hardworking individual to come and join us as a Summer Intern.

A rare opportunity has arisen at Redruth Town Council, for a confident, diligent and quick to learn junior administrator looking for a starter role for their CV.

Would you like the opportunity to see how local government works and experience working with a team in a busy office?

We are looking for 2020/21 school leavers or college students who are seeking office experience and are ambitious to get stuck into their first role, where they can learn and really prove themselves.

If you are interested, please send an email to afm@redruth-tc.gov.uk, telling us a little bit about you and why you'd like to join us.

Closing date: 2nd July 2021



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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 	