



ADMINISTRATIVE ASSISTANT SUMMER INTERNSHIP

Hourly rate: Under 18 - £7.55; 18-20 years - £10.00; Over 21 years £12.21
20 hours per week
Six-week contract, July & August 2025

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

An 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 2024/25 school leavers or college students who are seeking office and/or local government 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 hr@redruth-tc.gov.uk telling us a little bit about yourself and why you'd like to join us.

Closing date: Friday 11th July 2025 (*new date)

www.redruth-tc.gov.uk

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