

HVERFORDWEST TOWN COUNCIL

**Application pack for position of
ADMINISTRATION ASSISTANT**

**Part time
20 hours per week**

Included in pack:

**Job description
Person Specification
Job Application**

TO APPLY, please complete the enclosed application form and include a covering letter outlining why you wish to be considered for the position

AND RETURN TO:

**Juliet Raymond (Town Clerk/RFO)
Haverfordwest Town Council
Picton House
2 Picton Place
Haverfordwest
Pembrokeshire
SA61 2LU**

CLOSING DATE:

Midday on Wednesday 18 April 2018