

# **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 5 June 2018**

***If you applied for this post within the last 6 months, you need not apply again.***