

Vacancy

Document Controller/Administrator

Job Title: Document Controller/Administrator
Location: Bradville, Milton Keynes, MK13 7DX
Salary: SCP£20,751 - SCP£21,589 (depending on experience)
Hours of Work: Full-time 37.50 hours per week

Role: (In general but not limited to the following)

To develop a document control system
Maintain the Parish Council's filing system
To maintain social media communications such as Facebook, Twitter and Instagram and update the Parish Council's website
Good verbal and written communication skills
Knowledge of Microsoft Office Software, Word, Excel and Outlook
Accurate typing and attention to detail
To provide administrative support as would be expected in a small office

The successful candidate will undertake relevant training in order to fulfil the role.

A full job description is available on our website, www.stantonbury-pc.org.uk.

Application forms can be obtained by emailing sue.tozer@stantonburyparishcouncil.org.uk, or by telephoning 01908 227201

The closing date for applications is 4pm Friday 11th March 2022