

Berkhamsted Town Council
Vacation Job
Temporary Cover Over the Summer

An opportunity exists for a temporary job at Berkhamsted Town Council over the summer, to start in June. This might suit someone who is back in Town from uni or college, looking to increase their office experience and customer care skills.

Ideally, you should have previous work experience and be very experienced and proficient in the use of Microsoft applications (Word, Outlook, Excel etc). You would report to the Town Clerk and duties would include answering phones, dealing with queries, taking messages, correspondence, inputting data and answering e-mails. On occasions you will be in the office by yourself so you must be self-reliant and trustworthy. Hours and wage to be discussed.

So, if you have good written skills with a polite telephone manner, present yourself well, get on with people, have a friendly and helpful disposition combined with punctuality and reliability, please get in touch if you would like to apply. You can call or e-mail and a copy of your CV can be posted or e-mailed. The contact details of two referees would be required (ask their permission). Please state how the referees are known to you.

The contact details are as follows:

Telephone: 01442 800152

e-mail: townclerk@berkhamstedtowncouncil.gov.uk

Post: Town Clerk, Berkhamsted Town Council, Civic Centre, 161 High Street,
Berkhamsted, HP4 3HD.

Janet Mason
Town Clerk
11 June 2018