



# VACANCY

## TOTTON & ELING TOWN COUNCIL

**Civic Centre Totton SO40 3AP**

We currently have the following part-time vacancy:

**Receptionist – West Totton Centre**

**£15,398 - £15,965 per annum pro-rata**

**Band 2 – SCP – 8-11**

Based at the West Totton Centre, we require an enthusiastic individual to provide an efficient and effective Reception service. Ideally, you will have experience gained from working within an administration role, combined with excellent communication and customer service skills. The ability to keep a high level of accuracy and to work on your own initiative is also beneficial. Hours required are on average approximately 15 hours per week covering some evenings from 5.45pm – 10.30pm and 3 X Saturdays per month from 8.45am – 2.00pm. Also, additional sickness and holiday cover.

For further details please contact  
Susan Cutler on 02380 863138 or alternatively visit our website at  
[www.totton-and-eling-tc.gov.uk](http://www.totton-and-eling-tc.gov.uk) to complete an application form.

Applications by application form only, CV's only will not be accepted, although can be attached to the application form.

Closing date: 19<sup>th</sup> February 2018