

Working with communities, delivering for Pembrokeshire



Cydweithio gyda chymunedau, cyflawni dros Sir Benfro

GENERAL ADMINISTRATIVE ASSISTANT

£16,118 - £16,851 pro-rata plus employer's pension & travel expenses

Based at the PLANED Offices (*currently Narberth*)

22.5 hours per week to include evening and occasional weekend work.

Supporting the work of PLANED's Adding Value to Community Tourism Project Officers. The Officer will need to demonstrate good communication and excellent computer skills, including data input and desk top publishing.

This post is part funded through the Rural Development Plan for Wales 2007-2013 which is funded by the Welsh Government and the European Union.

For an application pack, please contact:

Paula Rayner

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Closing Date: Friday 21st October 2011