

Much Wenlock Town Council

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

April 2025

Overall Responsibilities:	The duties of the post will be to act as Administrative Assistant, responsible to the Town Clerk.
Specific Responsibilities:	<p>Communication:</p> <ul style="list-style-type: none">● deal with enquiries from the public (in person, by phone, mail and email)● open and date stamp daily post● distribute post● keep Council's notice boards up to date <p>Projects and Purchases:</p> <ul style="list-style-type: none">● obtain quotations for work and goods● prepare orders for work and goods● prepare stationery orders● liaise with contractors and suppliers <p>Record Keeping:</p> <ul style="list-style-type: none">● maintain register of contracts● update and maintain asset register <p>Room Hire:</p> <ul style="list-style-type: none">● deal with enquiries and manage bookings for room hire● maintain a diary of bookings <p>Market Stalls</p> <ul style="list-style-type: none">● manage all markets effectively: maintain records of bookings, deal with enquiries, collect rents and necessary documents from stall holders, and produce receipts in accordance with the Council's policy● prepare and update market bookings forms● record and maintain stall holder contact and insurance details <p>Street Lighting:</p> <ul style="list-style-type: none">● deal with enquiries regarding street lighting● report street light faults and follow up repairs● maintain appropriate records <p>Cemetery:</p> <ul style="list-style-type: none">● assist with enquiries for burials● assist with completing necessary paperwork and records <p>Civic Functions:</p> <ul style="list-style-type: none">● assist with preparation and management of civic functions <p>Health and Safety:</p> <ul style="list-style-type: none">● carry out weekly fire alarm checks at the Corn Exchange and Guildhall and record results● carry out monthly emergency lighting checks at the Corn Exchange and Guildhall and record results● check, keep records and arrange maintenance of defibrillator● monitor regular inspections/checks of, e.g. gas boiler, fire safety equipment
	<p>Other duties:</p> <ul style="list-style-type: none">● deal with filing● check CCTV when required● general ad-hoc duties