

KEIGHLEY TOWN COUNCIL

Estates Admin Assistant

SPC 4 – 8 (£21,189 – £22,777) p.a. pro rata 20 hours per week (Monday – Thursday).

Location: Keighley Civic Centre and Keighley Town Council Boundary (Parish).

Summary:

Keighley Town Council is looking for an Estates Admin Assistant to join our team and play a vital role in ensuring the smooth operation of our estate-related functions.

As our Estates Admin Assistant, you will be the backbone of our estate management team, responsible for handling office administration, finance and clerical tasks related to the council-managed estates.

Your role involves maintaining tenancy records, handling bookings and waiting lists, recording inspections and database updates and addressing general enquiries from tenants, residents and partner organisations.

Closing date for applications is 12 noon on **Friday 6 October 2023**. Interviews will be held on **Monday 9 October and Tuesday 10 October 2023**.

Application packs are available from:-

Town Clerk, Keighley Town Council, Keighley Civic Centre, North Street, Keighley BD21 3RZ. Tel: 01535 872126, Email townclerk@keighley.gov.uk or it can be downloaded from our website <https://keighley.gov.uk/vacancies-and-contracts/>

Informal discussion concerning the role can be made by contacting the Town Council on 01535 872126.