

# Yeovil Town Council



## Admin Officer

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**37 hours per week (plus evenings and weekends)**

**SCP 5 - 12: £25,583 to £28,598 plus Local Government Pension Scheme**

We are looking for an Admin Officer to join our busy team to provide support to the Leadership Team and assist with the administration and organisation of Council and Committee meetings.


You should possess exceptional administration and organisational skills. You will need to work well within a team.

**Closing date is Friday 24<sup>th</sup> July 2026.**

For an informal discussion please contact Amanda Card (Chief Executive / Town Clerk) or Lucy Ryder (Deputy Town Clerk). An application form, job description and specification are available at the address below or on our website.

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Yeovil Town Council, Town House, 19 Union Street, YEOVIL BA20 1PQ

 01935 382424

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