

VACANCY NEWS SHEET



DATE: 14/07/2010
VACANCY NO: 3890

INTERNAL/EXTERNAL

**PROPERTY CONSULTANCY
ADMINISTRATIVE OFFICER
Grade 4 £15,725 to £16,830
36.25 hours per week**

Property Consultancy prides themselves on identifying suitable development opportunities and delivering projects to a high standard with the aim of maximising investment prospects in the town. We are committed to creating a more attractive and thriving environment for the people of Burnley by providing a dedicated and professional service to improve the residential, commercial and industrial areas of the town.

We are looking to recruit an Administrative Officer to work in a busy and varied environment, dealing with enquires and requests for service as well as providing a range of administrative, financial and systems support to the whole Unit.

You should be an enthusiastic team player, with excellent organisational and communication skills. We are looking for someone with good IT skills who can work under pressure in a busy office environment.

For an informal discussion on the content of the job description or person specification, please contact Heather Duncan, Office Manager, on 01282 477257 Ext. 2516.

CONTACT:	Recruitment packs are available on-line only. For a pack or to apply on line please visit www.burnley.gov.uk/jobs . Our minicom line is available (01282 477114) to assist people with hearing difficulties.
CLOSING DATE:	Friday 30th July 2010
TEST	Week Commencing 23 August 2010.
INTERVIEWS	31 Aug, 2 Sept. and 3 Sept 2010.

This post is suitable for Job Share

EQUAL OPPORTUNITY POLICY

The Council will actively oppose discrimination carried out on the grounds of age, colour, disability, ethnic origin, gender, gender reassignment, HIV status, marital status, race, religious and cultural beliefs, sexuality, social background, political affiliation, spent convictions and trade union membership.

برنلی برو کونسل ده کمیونٹی ده تولو طبقو نه ده ملازمتونو درخواستونو ته هرکله وایو۔

বার্নলি বারা কাউন্সিল কমিউনিটির সর্ব স্তরের প্রার্থীদের কাছ থেকে চাকরীর দরখাস্ত সাদরে গ্রহণ করে থাকে

برنلی برو کونسل کمیونٹی کے تمام طبقوں سے ملازمتوں کی درخواستوں کا فرہم قدم کرتی ہے۔



INVESTOR IN PEOPLE