

Cyngor Tref Abergele Town Council

Mrs Mandy Evans
Clerc y Dref a Swyddog Cyllid



Mrs Mandy Evans
Town Clerk & Finance Officer
Town Hall
Llanddulas Road
ABERGELE
Conwy

Ein Cyf/Our Ref: ME
Min no:

LL22 7BT

Eich Cyf/Your Ref:

Tel: 01745 833242
Fax: 01745 833780

Re: Post of Administration Assistant

Thank you for your recent expression of interest in the above post. Please find enclosed a brief introduction to the Town Council, along with a job description and application form. Completed application forms should be returned to the above address by Friday 1st December 2017, at the latest.

Candidates who are called for interview will be contacted on or shortly after 11th December 2017 and interviews are expected to take place during the following week. Please complete the relevant section of the application form, if you know that you are not available to attend for interview on any of the above dates.

If you should require any further information, please do not hesitate to contact me.

Yours sincerely,

Town Clerk