



Cymhorthydd Gweinyddol

Cyngor Tref Bae Colwyn

Graddfa NJC GO3 £20,043-£20,444 pro-rata

22.5 awr yr wythnos (dros 3 ddiwrnod). Lleoliad yn Neuadd y Dref, Ffordd Rhiw, Bae Colwyn

Oherwydd bod y rôl yn cynnwys amrywiaeth o ddyletswyddau clerigol a gweinyddol, byddwch angen sgiliau cyfathrebu da a gwybodaeth ymarferol o TG, gan Microsoft Office.

Bydd angen i'r ymgeisydd llwyddiannus fod yn hyblyg o ran yr agwedd tuag at y llwyth gwaith a bod a'r gallu i flaenoriaethu er mwyn cwblhau gwaith i derfynau amser ac fe ddisgwylir i chi weithio ar eich pen eich hun heb oruchwyliaeth ar adegau.

DYDDIAD CAU: 15^{fed} Gorffennaf 2022

Ni fyddwn yn derbyn CV heb ffurflen gais.

Am fwy o wybodaeth neu i gael Pecyn Recriwtio cysylltwch â Chlerc y Dref, Cyngor Tref Bae Colwyn, Neuadd y Dref, Ffordd Rhiw, Bae Colwyn, LL29 7TE. Ffôn: 01492 532248 / E-bost: info@colwyn-tc.gov.uk



Administrative Assistant

Bay of Colwyn Town Council

NJC Scale GO3 £20,043-£20,444 Pro-rata

22.5 hours per week (over 3 days) based in the Town Hall, Rhiw Road, Colwyn Bay

As the role involves a range of clerical and administrative duties, you will need good communication skills and a good working knowledge of IT, including Microsoft Office.

The successful candidate will need to be flexible in their approach to the workload, be able to prioritize in order to meet deadlines and will be expected to sometimes work alone and unsupervised.

CLOSING DATE: 15th July 2022

CVs without an application form will not be accepted.

For further information, or a Recruitment Pack, please contact the Town Clerk, Bay of Colwyn Town Council, Town Hall, Rhiw Road, Colwyn Bay, LL29 7TE. Tel: 01492 532248 / Email: info@colwyn-tc.gov.uk