



**Parish of St Brélade**

**Administration Officer**

**35 hours per week**

**Permanent (applicants must be Entitled or Entitled to Work)**

A vacancy has arisen in the Parish of St Brélade for an energetic and enthusiastic Administration Officer to join our busy team. Good communication and interpersonal skills are a must and therefore, applicants should have experience in dealing with members of the Public. The position is a varied front of house role which includes but is not limited to dealing with driving licence applications and receiving and processing firearm applications. The successful applicant must be flexible as additional hours will be necessary during busy periods. Further, a willingness to learn new skills is advantageous and be able to adapt to respond to the requirements of the office which is often fast-paced and prone to distractions. Applicants must be IT literate in Microsoft Office, though training on in-house systems will be given. Local knowledge, familiarity with Island and Parish life would be advantageous. Knowledge of social media platforms would also be helpful.

For further details you can obtain a job description and application form from the Parish Hall or Parish website [www.stbrelade.je](http://www.stbrelade.je) Applications should be sent with a cover letter and marked "**STRICTLY PRIVATE AND CONFIDENTIAL, ADDRESSEE ONLY Administration Officer**" to the Connétable, Parish Hall, La Neuve Route, St Brélade, JE3 8BS or by email to: [fee.roberts@stbrelade.je](mailto:fee.roberts@stbrelade.je) no later than noon on the 17 June 2022.

**M K Jackson**  
**Connétable**

**6 June 2022**

**The Parish of St Brélade is an Equal Opportunities Employer.**