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**A vacancy exists for an Administrative Assistant to the Town Clerk, Castletown Town Commissioners.**

**The position is initially for a period of six months with the potential to be permanent for the right candidate.**

**Main Duties and Responsibilities**

Manage diaries, schedule meetings, and coordinate appointments for the Town Clerk, the Chairman and Board Members.

Prepare agendas, attend meetings and take accurate minutes.

Format and draft general correspondence to a high professional standard.

Assist in organising civic events, site visits, or official functions.

Provide support in the preparation and circulation of documents for **the Board,** public meetings & committees.

Assist with updating the Commissioners’ website and notice boards with relevant notices, agendas & Minutes.

Undertake other administrative tasks as directed by the Town Clerk.

Reporting directly to the Town Clerk.

**Skills and Experience**

**Essential:**

Strong organisational skills and ability to prioritise competing tasks.

Excellent written and verbal communication.

High level of confidentiality and discretion.

Proficiency in Microsoft Office (Word, Outlook, Excel & PowerPoint).

Experience working with the public in a professional or administrative setting.

Work effectively as a member of a team.

Ability to take minutes and produce accurate records of meetings.

**Desirable**

Experience working in a local authority or government Department.

Understanding of local government procedures or committee systems.

Familiarity with website content updates or social media posts for public bodies.

**Additional Information**

The role will require attendance at evening meetings **and** civic events **as required**.

A flexible and professional attitude is essential due to the small team environment.

Apply in writing to; Admin Assistant, Castletown Town Commissioners, Civic Centre, Farrant’s Way, Castletown. IM9 1NR

By E-mail; help@castletown.gov.im

**Closing date for applications – 11th July 2025.**