

Administration Assistant/Receptionist – Salary Range £20,812 - £21,189

The Administration Assistant/Receptionist will provide administration support to the organisation as well as carrying out the operation of all routine office procedures. They will also provide receptionist services.

About us:

The Somerset Drainage Boards Consortium is the organisation that manages the operations and affairs of three Internal Drainage Boards (IDBs) in Somerset (The Axe Brue, Parrett & North Somerset Levels IDBs) providing them with finance, engineering, legal, environmental and administration services via a team of in-house staff and consultants. The main activity of the Boards is to manage water levels and Flood Risk within their respective catchments for the protection of people, property and the environment.

Job Description:

See separate document.

Closing Date:

The closing date for this post is Wednesday 7th June 2023

To apply for this post please complete and return the job application form and e-mail it to jobs@somersetdb.co.uk . For more information or to discuss the post further please contact us on 01278 789906