



Clerc Cynorthwyol

Cyngor Tref Bae Colwyn

**Graddfa NJC pt 13, £26,873 pro-rata
(dyfarniad cyflog yn yr arfaeth)**

28 awr yr wythnos (dros 4-5 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: 7^{fed} Hydref 2024

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



Assistant Clerk

Bay of Colwyn Town Council

**Local Government NJC pt 13,
£26,873 Pro-rata (pay award pending)**

28 hours per week (over 4 or 5 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 prioritise in order to meet deadlines and will be expected to sometimes work alone and unsupervised.

CLOSING DATE: 7th October 2024

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