



Artwork by Goldstone Primary School

**Admin All Areas** offers the chance to work in a variety of admin roles on a short-term basis. We need people who can be flexible in their approach to work and who are willing to travel to different offices within the City.

Joining our team at **Level A** (£6.37 per hour), you'll handle a range of clerical functions and provide an effective and timely support role. IT literacy and an understanding of office work will be essential. **Ref: AAA13555.**

Joining our team at **Level B** (£7.85 per hour), you'll be working on your own initiative or as part of a team responsible for a range of administrative functions. Excellent problem solving and IT skills will be key, along with experience of working in an office. **Ref: AAA13554.**

These posts are exempt from the Rehabilitation of Offenders Act 1974 and subject to a Criminal Records Bureau Disclosure check.

**Apply online now at:** [jobs.brighton-hove.gov.uk](http://jobs.brighton-hove.gov.uk)

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Please quote the relevant reference.

Closing date: 10 April 2008. Assessment Centre date: 1 May 2008.

We do not accept CVs as part of our recruitment process.

These jobs are subject to pay and grading review.



# Lawtonware

**Job No:** LXX304

**Pic.5**

**Media:** BEA

**Creative:** HEV

**Contact Name:** NIC F

**Date:** 14/03/08

**Size:** 190 X 121

**Booking deadline:** 25/03/08

**Insertion date:** 27/03/08

**Colour:** 4 COLOUR

**Proof No:** 02

**Size**  **Ref Number**

**Colour**  **Web Address**

**Job Title**  **Closing date**

**Location**  **Reply details**

**Salary**  **Tel details**

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