

Admin Officer

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Location: Belfast

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Our client, based in Belfast are looking for an Admin Officer to join their team

Job Description:

– This is an AO post based in Laganside Court Office which provides administrative support to Criminal court business.

Duties typically include the following:

- General office duties
- Processing cases on to computer systems
- Use of outlook, word and excel
- Dealing with general telephone queries
- Dealing with members of the public & legal profession within the court environment
- Preparing documentation & files for court
- Records Management
- Ensuring that all information is managed securely in accordance with the appropriate policies
- Dealing with post and correspondence
- Clerk / jury clerk duties
- Court crier duties

The post holder will be based in Laganside Court Office

The post holder will work under the supervision of a Section Manager (Executive Officer 1) and will work in accordance with policies, procedures, protocol, legislation and corporate targets and standards.

Wage:

– £12.36ph (weekly)

Location:

– Laganside Court Office,

45 Oxford Street,

Belfast

BT1 3LL

Start Dates:

– ASAP

Essential Criteria:

– 5 GCSEs Including Maths & English (Must have certificate Proof)

Duration Of Placement:

– 6-12 months

Work Pattern:

– Monday – Friday 9 to 5

Hours Per Week:

– 37

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