

Admin Officer

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Company: Brook Street

Location: Carlisle

Category: management

Our Public Sector client based in Carlisle are looking for an experienced administrator to join their friendly and outgoing team, on a full time - temporary basis. This role is for 37 hours per week with a rate of pay at £11.59 per hour.

This role will include but not be restricted to -

- Meeting and greeting visitors to the reception desk and directing them to relevant departments
- Dealing with inbound and outbound queries via telephone, email or post
- Drafting orders on behalf of the judges
- General administration duties including filing, printing and data entry
- Assisting internal departments when required

Admin Officer role covers all areas of general clerical work. Work also involves use of various IT systems upon which training will be given but must have excellent IT skills. The tasks are straightforward, regulated by well-established guidelines and/or detailed instructions. Admin staff work within a team with regular management support and are responsible for their own time.

Customer service and IT skills are essential to this role along with being able to work as part of a team.

You will need to have a minimum of 2 years experience in an administrative role and be able to demonstrate good customer service skills. Our client is looking for a confident individual who is

comfortable in dealing with various members of the public

You will be based on site in Carlisle, easily accessible by bus, car or train. Holiday pay, pension scheme and other employee benefits are also available

The start date is as soon as possible, however this does depend on various security checks. You will be required to show a minimum of a valid right to work document along with proof of your current address and your national insurance number

If this sounds like a role you would be interested in please apply online today! If you do have any queries or require any further information please contact the team at Brook Street on (phone number removed)

Brook Street are proud to support the Armed Forces Covenant and as such, we guarantee to interview all candidates who are veterans or spouses/partners of military personnel, and who meet all the essential criteria for the vacancy.

As a Disability Confident Leader, and holder of the Gold Award status from the Defence Employer Recognition Scheme, Brook Street, as a supplier to the Public Sector Resourcing Framework (PSR), will offer you a guaranteed interview with a PSR Sourcer.

Should you identify as a candidate with a disability and/or as a veteran or spouse/partner of military personnel and meet all the essential criteria for the role, we encourage you to reach out to us via the Brook Street website. Here you will find a link to register your interest? and state the role that you are interested in.?We are?committed to engaging with you.?

In cases where we have a high volume of ex-military candidates/military spouses/partners, who meet all of the essential criteria, Brook Street will interview the best candidates from within that group.

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