

## Band 3 Clerical Officer

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Company: Brook Street

Location: Newtownards

Category: management

Our Public Sector client based in Newtownards has a requirement for a Band 3 Clerical Officer to join their team

This will initially be for a period of 3-6 months and the client would require a minimum 4 days per week. No weekend work included

In your new role as a Clerical Officer, your duties will include;

Arrange appointments / meetings (including virtual), draft minute of meeting and undertake any follow up actions.

Maintain Filing Systems, manual and electronic (including SharePoint & Teams).

General office duties such as photocopying / scanning

Communicate with a variety of people and deal with a wide range of both internal and external enquiries

You are a good fit for this role if you have previous Clerical/Administrative experience that includes minute taking

### Skills/Abilities

Ability to work as part of a team

Ability to use own initiative

Excellent organisational skills with an ability to prioritise own workload.

Effective communications skills to meet the needs of the post in full

The ability to work in a challenging and changing environment

The ability to ensure accuracy in own work.

The ability to confidently use Microsoft packages and use of data information systems

In return, you will receive an hourly rate of £11.67 per hour, paid on a weekly basis basis

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