

Band 3 Clerical Officer

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Company: Brook Street UK

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 a...WHJS1_UKTJ

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