

## Business Support Officer Level 2

[Apply Now](#)

Company: Service Care Solutions

Location: United Kingdom

Category: business-and-financial-operations

### Job Description

#### Job Description

Service Care Solutions has a new and exciting opportunity which has become available working as a Business Support Officer with Manchester City Council.

Manchester City Council are currently looking for someone who is can work 17 hours per week, on a initial 3 month contract

#### Key responsibilities

The role holder will provide high quality, customer focused, flexible and timely support thereby contributing to the achievement of objectives of a high quality service.

The role holder will contribute effectively to the development of business support initiatives and value-added activities to meet the needs of the service.

Deal efficiently and courteously, with tact and diplomacy, to all queries and correspondence, both written and verbal from a wide range of internal and external customers.

Contribute to the accurate production of statistical data and other relevant information required for statutory and non-statutory means using initiative to resolve queries within agreed timescales and to a high standard.

#### Key requirements

Competencies to NVQ administration level or equal.

Must have experience of Diary Management

Must have previous minute taking experience

### **Why Service Care Solutions?**

A Dedicated consultant specific to your area of work with up to date knowledge on markets and new positions.

We operate nationwide working with both public and private domains.

All Compliance paid for including DBS and Social Work registration.

We operate 3 payrolls per week

Bring your Job to us bonus of £250

Refer a friend Bonus of £250

[Apply Now](#)

### **Cross References and Citations:**

- 1. Business Support Officer Level 2 Europajobscentral Jobs United Kingdom**  
[Europajobscentral ↗](#)
- 2. Business Support Officer Level 2 Courtjobs Jobs United Kingdom**  
[Courtjobs ↗](#)
- 3. Business Support Officer Level 2 Spainjobs Jobs United Kingdom**  
[Spainjobs ↗](#)
- 4. Business Support Officer Level 2 Unitedstatesjobs Jobs United Kingdom**  
[Unitedstatesjobs ↗](#)
- 5. Business Support Officer Level 2 Professorjobs Jobs United Kingdom**  
[Professorjobs ↗](#)
- 6. Business Support Officer Level 2 Electronicsjobs Jobs United Kingdom**  
[Electronicsjobs ↗](#)
- 7. Business Support Officer Level 2 Europajobscentral Jobs United Kingdom**  
[Europajobscentral ↗](#)
- 8. Business Support Officer Level 2 Seouljobs Jobs United Kingdom**  
[Seouljobs ↗](#)
- 9. Business Support Officer Level 2 Governmentjobsnearme Jobs United Kingdom**

**Governmentjobsnearme ↗**

**10. Business Support Officer Level 2MontrealjobsJobs United KingdomMontrealjobs↗**

**11. Business Support Officer Level 2Findjobshiringnearme Jobs United Kingdom**

**Findjobshiringnearme ↗**

**12. Business Support Officer Level 2ExpertiniJobs United KingdomExpertini↗**

**13. Business Support Officer Level 2Karachijobs Jobs United KingdomKarachijobs ↗**

**14. Business Support Officer Level 2LuxembourgjobsJobs United Kingdom**

**Luxembourgjobs↗**

**15. Business Support Officer Level 2CraigsjobsJobs United KingdomCraigsjobs↗**

**16. Business Support Officer Level 2Baghdadjobs Jobs United KingdomBaghdadjobs ↗**

**17. Business Support Officer Level 2Torontojobs Jobs United KingdomTorontojobs ↗**

**18. Business Support Officer Level 2HairjobsJobs United KingdomHairjobs↗**

**19. Business support officer level 2 Jobs United kingdom ↗**

**20. AMP Version of Business support officer level 2 ↗**

**21. Business support officer level 2 United kingdom Jobs ↗**

**22. Business support officer level 2 Jobs United kingdom ↗**

**23. Business support officer level 2 Job Search ↗**

**24. Business support officer level 2 Search ↗**

**25. Business support officer level 2 Find Jobs ↗**

Source:<https://uk.expertini.com/jobs/job/business-support-officer-level-2-united-kingdom-service-care-solutio-883e2b0274/>

Generated on: 2024-05-05 by [Expertini.Com](https://uk.expertini.com)