

Clerical Officer- Newtownards

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Company: The Recruitment Co

Location: Newtownards

Category: other-general

Our public sector client seeks a **Temporary Ongoing Clerical Officer** based in Newtownards

Hours of work Mon-Fri 9am- 5 (37.5 hours per week)

Rate of pay £11.45 per hour

Duties include:

Reception – greeting patients and dealing with queries
Answering calls and taking messages
File Retrieval
File tracking
Training will be available on the Encompass system

Essential Criteria

4 GCSEs to include Maths and English

1 year's relevant experience in a similar role

IT/Microsoft Office Proficiency

The Recruitment Co is a corporate member for the Recruitment and Employers Confederation operating as an Employment Business for the recruitment of temporary vacancies

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