

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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