

**SERVICE DELIVERY ADMIN ASSISTANT 6 MONTH FIXED TERM CONTRACT**

**Starting salary of £18,795 + Benefits**

We have an exciting opportunity for a talented and experienced Administration Assistant.

To provide a comprehensive administrative service to support the work of the Community Fire Stations and personnel; providing excellent customer service and maximising the use of community facilities.

The Service values and respects the diversity of its employees, and aims to recruit a workforce that represents the communities we serve. We welcome applications irrespective of people’s race, disability, gender, sexual orientation, religion or belief, age, gender identity, marriage and civil partnership, pregnancy and maternity.

**Required Skills/Experience:**

* Experience of completing general administrative/clerical tasks.
* Experience of taking and preparing minutes at meetings.
* Diary management / Reception duties.
* Experience of management information systems.
* Demonstrable IT skills with a working knowledge of Microsoft Office suite.
* Ability to effectively prioritise own workload whilst working to conflicting deadlines.
* Ability to work on own initiative and as part of a team.

**What we can offer you**

Based at Washington Community Fire Station, with ample free parking and easy access from the A1 and A19.The role also benefits from an attractive package, including up to 22 days holiday and public holidays, Local Government Pension Scheme and access to a range of social and volunteering opportunities.

**Closing Date:** 20 August 2019 at 12:00 noon **Interviews:** Week Commencing 26 August 2019

