JOB DESCRIPTION

JOB TITLE: Trainee Clerical Assistant (Full Time)  POST NO:

DEPT./SECTION: Economic Development
Dunston / Tapton Innovation Centre

RESPONSIBLE TO: Administrative Officer / Centre Manager

RESPONSIBLE FOR:

MAIN PURPOSE OF POST:

To assist the administration and operation of the centre and to provide secretarial, clerical and general office services to the tenants and users of the conference facilities as required.

DUTIES AND RESPONSIBILITIES
The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies/procedures.

Reception duties
Telephone answering/message taking
Typing
Receiving and sorting, franking and dispatching of mail
Filing duties
Sending and distributing faxes
Binding/laminating documents
Preparing tea/coffee for the meeting rooms, laying tables, etc.
Photocopying duties
Miscellaneous clerical and administration duties

Any other duties which are appropriate to the post and will assist in completion of the NVQ2 in Administration or Customer Services.

To be aware of and implement the Council’s Equal Opportunities Policy.

SPECIAL FEATURES OF POST

You may be required to carry out those duties at your present workplace or at another Council site.
PERSON SPECIFICATION

JOB TITLE
Trainee Clerical Assistant (ft)

DEPT/SECTION
Economic Development Unit/Innovation Centres

Hours: 37 hours per week

SKILLS/KNOWLEDGE/ABILITIES

ESSENTIAL

Good telephone manner
Good interpersonal skills
Confident in approach to use of office computers.
Motivated and reliable

DESIRABLE

Interest in the aims and objectives of the Innovation Centres and their role in the local economy.

EXPERIENCE

ESSENTIAL

DESIRABLE

Any previous experience of working with members of the public or delivering customer service.

QUALIFICATION/TRAINING

ESSENTIAL

Educated to GCSE Level with passes in Maths and English.

DESIRABLE