

## **JOB DESCRIPTION**

<b>LOCATION</b>	- Llandudno Office
<b>JOB TITLE</b>	- Administration Assistant
<b>RESPONSIBLE TO</b>	- Senior Development Officer
<b>WORKING WEEK</b>	- 20 hours per week (flexible)

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### **MAIN TASKS**

The Administration Assistant is responsible for providing administrative support to the officers of CVSC under the direction of the Senior Development Officer.

In particular the Administration Assistant is responsible for:

- a) Dealing with incoming telephone calls and routine enquiries at the office.
- b) Welcoming all visitors to the office.
- c) Dealing with petty cash and cash received.
- d) Word processing, database and desktop publishing duties as requested.
- e) General office duties, including photocopying, scanning, filing, post etc.
- l) Other duties as may be required which are consistent with the duties and responsibilities of the post.

## **SKILLS, EXPERIENCE & KNOWLEDGE REQUIRED**

### **ESSENTIAL**

- A good standard of general education
- A high standard of communication skills, both oral and written
- Computer Literacy
- Flexibility
- Effective communication through the medium of Welsh

## **SALARY AND CONDITIONS OF SERVICE**

- Salary:** £6,750 per annum for 20 hour week.  
SCP 6
- Annual Leave:** 22 days (plus 3 discretionary days)
- Pension:** Contribution of 7% towards stakeholder or private pension scheme or inclusion to the LGPS.
- Probation:** New entrants to the service shall be subject to a probationary period of 3 months.
- Notice:** Period of notice to terminate employment is one month's notice on either side.