

**VACANCY**

**SERVICE DELIVERY ASSISTANT – PART TIME**

**SALARY - £16,481 - £17,547 pro rata**

We have an excellent opportunity for a part time experienced Administrator to support Wallsend Community Fire Station.

**The Role**

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

**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

Closing Date: Friday 12 May 2017 at 09:00 hours

Interviews for this position will take place on 25 May 2017

Please visit <https://www.northeastjobs.org.uk> to apply for this role

