



## **Liverpool City Region Combined Authority**

### **Office Assistant (Full Time)**

Salary £16,370 - £17,481

#### **Main Duties:**

Based in the City Centre the post holder will provide quality administration support to the Office of the Elected Mayor to support the delivery of corporate priorities.

The successful candidate must have excellent clerical skills to assist in the provision of a broad range of administrative support, along with experience of using Microsoft Office packages including Word, Excel, Access and Outlook. Experience of working in a busy office environment is key.

Duties will include being the first point of contact for visitors, staffing the main Combined Authority phone line, corresponding with customers and colleagues via email, telephone and in writing and supporting management in the introduction and implementation of new initiatives. The post-holder will assist with the organisation of meetings and attendance at meetings for minute taking purposes.

The successful candidate will be flexible with regard to workload in order to ensure that strict deadlines are achieved whilst maintaining accuracy. Attention to detail is very important in order to achieve accuracy and ensure confidentiality is adhered to in respect of sensitive data.

You must be able to demonstrate good literacy and numeracy skills and a qualification in Administration would be an advantage but not essential, however you must be committed to achieving NVQ Level 3 Business Administration if not already held.

You can find out more and apply by visiting our website at <http://liverpoolcityregion-ca.gov.uk/vacancies>.

**Closing date: Friday 20 April 2018**