



Business Support Assistant

Cyflog / Salary: £19,650 - £20,861

Job Summary

We are looking for an enthusiastic and committed person to work in our busy Business Support team, supporting work within the Education portfolio. You will work flexibly across a number of service areas and will work closely with your colleagues to ensure the provision of a range of administrative support, such as updating IT systems and organising training courses; providing customer response on behalf of service managers (written or by phone). In addition to this, you will process learner referrals for accessing support into the Inclusion service ensuring that information is recorded accurately and system processes are followed.

The successful applicant must have excellent written and oral communication skills as well as a high degree of IT system confidence, accuracy and confidentiality. As you will be providing support to a number of services the ability to manage your own time is essential.

The Council recognises that the ability to communicate in Welsh is an important and valuable skill in the workplace and is committed to increasing the numbers of bilingual employees. We welcome applications for any post from candidates who are able to work in both Welsh and English. We will also support new and existing employees who wish to learn Welsh or improve /develop their Welsh language skills

For more information or an informal discussion please contact:

Joanna Hayes, Business Support Team Leader, email: Joanna.hayes@flintshire.gov.uk



Gyda'n gilydd gallwn ni i gyd helpu
i gadw Sir y Fflint yn ddiogel
Together we can all help to
keep Flintshire safe

CYNGOR
Sir y Fflint
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COUNTY COUNCIL