



3 Cricklade Court, Cricklade Street  
Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/clerical-assistant>

## Clerical Assistant

### Description

Our client is recruiting a Clerical Assistant to work across their Childrens Services Social Work Teams.

These posts would be office based between various locations, **a driving licence and access to your own vehicle is essential.**

### Responsibilities

They are looking for candidates to provide a reception service to callers both in person and by telephone including message taking and distribution.

You will assist in providing a word processing/typing service and assist in the day to day duties to help support the teams.

### Qualifications

You must be able to work flexibly and adaptably to changing priorities.

You will have excellent verbal and written communication skills and be experienced in working to agreed standards and deadlines.

You must be able to work on your own initiative and as part of a team.

Experience in maintaining databases and experience in working with figures is advantageous.

A positive and customer focused attitude is essential.

**\*\*Enhanced DBS essential\*\***

### Contacts



Telephone: 01793 467140

Email: [mail@coepi.uk](mailto:mail@coepi.uk)

### Date posted

12 June 2023

### Reference

CR930835

### Base Salary

£ 11.00

### Job Location

Cardiff area, Wales

### Working Hours

9.00am to 5.00pm, Monday to Friday, 37 hours per week

### Beginning of employment

ASAP

### Duration of employment

3 months

### Employment Type

Full-time, Temporary