



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

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/administrative-support-officer>

Administrative Support Officer

Description

Our client is looking for an experienced office administrator to provide administrative support for the local council Cabinet as a whole (the Leader and 9 Cabinet Members) and for the wider Labour Group membership.

This will involve: writing emails to the Labour Group members, setting up meetings such as the Labour Group meetings and informal Cabinet meetings and doing Outlook calendar invitations for them, setting agendas for these meetings and taking the notes of them.

Research for Cabinet Members (the councillors who have individual responsibility for service areas)

Knowledge and Experience:

- Customer service experience: 1 year (required)
- Office Administrative experience: 4 years (required)
- Public sector/Local council experience: 2 years (preferred)

Contacts



Telephone: 01793 467140

Email: mail@coepi.uk

Date posted

2 June 2023

Reference

CR937673

Salary

£ 15.00

Job Location

Swindon

Working Hours

9am to 5pm, Monday to Friday

Beginning of employment

12/06/2023

Duration of employment

3 months

Employment Type

Full-time, Temporary