



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

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/business-support-officer-2>

Business Support Officer

Description

Administration role within the Planning and Building Control service

Data entry into the back office database including generation and issue of legal documents Attention to detail is a strong requirement

Answering the phone -dealing with enquiries / signposting / booking officer inspections on an electronic diary

Dealing with incoming mail, scanning and passing to relevant officer

Small team environment – team player / flexible

Qualifications

Minimum 2 years office experience required

Full training given in the office with a potential partial work from home arrangement following successful training completion.

Contacts



Telephone: 01793 467140

Email: mail@coepi.uk

Date posted

9 November 2023

Base Salary

£ 12.18

Job Location

Barry, Wales and home working

Working Hours

8.30am to 5.00pm – 37 hours per week

Beginning of employment

20/11/2023

Duration of employment

2 months

Employment Type

Full-time, Temporary