



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

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/business-support-officer-4>

## Business Support Officer

### Description

Our client is seeking a Business Support professional to join their team in providing temporary support in carrying out a data cleansing exercise for our housing asset management ICT system.

Checking information, documents and liaising with other departments to locate missing documents.

**After initial training, this role will be purely home working based, no office attendance required.**

### Qualifications

**– Data cleansing experience essential**

- Proficiency in using computerised systems for data entry and office tasks
- Strong organisational skills with attention to detail
- Ability to multitask and prioritise workload effectively

**Public sector/local authority experience preferred.**

**£11.60 per hour, 37 hours per week, Monday to Friday, 9.00am to 5.00pm**

### Contacts



Telephone: 01793 467142

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

### Date posted

20 May 2024

### Reference

CR1273156

### Base Salary

£ 11.60

### Job Location

Purely home working based, Must have reliable internet connection

### Working Hours

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

### Beginning of employment

3rd June 2024

### Duration of employment

4 months

### Employment Type

Full-time, Temporary