



Kickstart Job Advert Information

Job Title	Administrative Assistant
Company name and postcode	Practice Solutions, Ty Antur, Navigation Park, Abercynnon, Rhondda Cynon Taf CF45 4SN
Job Summary	<p>Your role will be to provide administrative support across the organisation:</p> <ul style="list-style-type: none"> • You will provide business support across the organisation. • You will help to arrange, co-ordinate various meetings – this will involve sending out the agenda and relevant papers. • You will be required to take key notes and action within relevant meetings. • You will help to provide diary management support across the team / contracts and projects. • You will help with the general enquiries via email. • You will support the internal team in coordinating and providing relevant business support at various external events
Essential skills, experience and qualifications	<ul style="list-style-type: none"> • You may have achieved some GCSEs, if not then what is important to us is a positive “can do” attitude and willingness to try new types of work • You will have some experience of working in an administrative role • You will have good communication skills [both written and verbal] • You will have good customer service skills and be confident to build relationships with a range of clients / stakeholders • You will need to be confident in using Microsoft packages eg Word, Excel, Powerpoint • Be familiar with working in an online office environment, for example Microsoft Teams/Zoom
Number of hours per week	25 hours
Working patterns and contracted hours	Flexible – to be agreed with the successful applicant
Hourly rate of pay	National Minimum Wage
Job location, address & postcode	Our office is based at Ty Antur, Navigation Park, Abercynnon, Rhondda Cynon Taf. However, due to COVID, we are all currently working from home for the foreseeable future with occasional visits to the office for certain work.
If site based, is public transport available?	Yes
Anticipated start date	ASAP