



Lindsey Marsh Drainage Board

Water Management Consortium

Admin Assistant

37 hours a week

23 to 27 days leave

Bank holidays and three additional statutory days

Nine-day working fortnight

Local Government Pension Scheme

Ongoing staff training and development

Salary £15,384 to £21,060 depending on experience

We have a vacancy for an Admin Assistant in our Corporate Services Team, we are a small team providing administration, IT and HR support to four Boards to ensure smooth running and effective service delivery.

Due to the demanding workload, candidates should be organised, able to prioritise and effectively multi-task whilst at the same time paying attention to detail. They will work closely with other team members but also need to be self-motivated and able to work on their own initiative.

This is a front-line role, dealing with queries from the public, stakeholders and Board members and we are looking for someone with excellent communication skills, a professional and helpful manner who is trustworthy and reliable.

Duties will include:

- Managing post and emails
- Telephone duties
- Collate Board reports
- Board meeting and member support
- Scheduling meetings and making travel arrangements
- General admin duties
- Monitoring of queries/ complaints in line with the Board's Policy
- Monitoring of lone working system for office based staff
- Monitoring and ordering of stationery supplies, cleaning materials and refreshments
- Fire alarm and legionella checks
- Assist with recruitment and Public Relations

Candidates should have good keyboard skills, be proficient in Microsoft Office, particularly Word and Access, and have a minimum of three GCSE Grade 4 or above including maths and english. Shorthand would be an advantage.

For further information please call us on 01507 328095. Application forms available on our website <https://lmdb.wmc-idbs.org.uk/notices/job-vacancies/>