



## **Clerical Support Assistant**

### **Reporting to Designated Supervisor**

#### **Job Profile**

The Clerical Support Assistant provides a key role in the delivery of an effective office support service to each of our business areas. You will develop an overall knowledge of City Building, which delivers excellent customer service to our clients.

You will add value to the LLP, provide support to the relevant officers and have specific responsibility for all Clerical functions as directed within the business area. You will assist in the implementation of all processes and procedures to ensure effective administration and monitoring arrangements to safeguard the interests of the LLP at all times.

You will require to add value to whatever division you are allocated to but may be expected to contribute across all spheres of the business as appropriate.

#### **Personal Profile**

You will have a working knowledge of IT systems and Microsoft Office packages, ie Word, Excel, etc and have excellent organisational, interpersonal and communication skills. You will represent the interests of the LLP at all times and be conversant with the business areas and IT systems and will bring an innovative approach to new developments and will be committed to development on a personal basis.

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

#### **Conditions**

Your contracted hours of work will be 37 per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health Safety and welfare legislation.

You will be trained in Reception duties as you may be used within the Reception if and when the need is required.