



# BUSINESS SUPPORT ASSISTANT

Operations Department & Headquarters

Permanent, 37 hours per week

NWFRS Grade 04 £23,620 to £24,496 per annum



We are looking to appoint a Business Support Assistant to join the Operations department based in Rhyl Fire Station who will also provide support to Reception in our Service Headquarters in St. Asaph.

Providing administrative support to the Operations Department, you will be the first point of contact for verbal and written enquiries to the department. You will be responsible for arranging internal and external meetings, note taking and preparing agendas and meeting notes. General administrative duties will include typing letters and reports, producing statistics from the record management systems, filing and supporting the teams as necessary. The successful candidate will also be responsible for preparing and maintaining rotas and maintaining a confidential departmental electronic file structure.

You will be an effective communicator with good customer service skills, experienced in arranging and supporting meetings and have a willingness to help others. With good organisational skills to manage your own workload and meet deadlines, you will need to be flexible and adaptable to change to deal with requests as they arise and have the ability to work independently using your own initiative. As part of this role you will have the ability to communicate confidently and fluently in Welsh, as you will be the first point of contact in both departments.

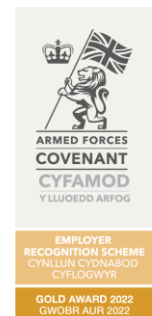
The team are located in Rhyl Fire Station but the role will also provide regular support to the Headquarters Reception and therefore some travel to this site or other locations within the Service area may be required.

Please note that this post is subject to a DBS Check and satisfactory references. For further details about the role, please refer to the information pack.

To apply, please complete and submit your application pack by email to: [recruitment@northwalesfire.gov.wales](mailto:recruitment@northwalesfire.gov.wales)

**Closing date for receipt of application forms is 12.00 noon,  
24.03.2023**

*The closing date will be strictly adhered to and no exceptions will apply.*



We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.