



BUSINESS SUPPORT ASSISTANT

Area Safety Office – Gwynedd & Anglesey

Permanent, 37 hours per week

NWFRS Grade 03 £22,369 to £23,194 per annum



We are looking to appoint a Business Support Assistant to join the Gwynedd & Anglesey Fire Safety department based in Caernarfon.

Providing administrative support to both the Community and Business Fire Safety teams within the Gwynedd and Anglesey area, you will be the first point of contact for verbal and written enquiries to the department. This includes receiving confidential referrals from members of the public, partner agencies or external organisations and accurately inputting the information into the records management system. 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.

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.

Ideally you will have the ability to communicate confidently and fluently in Welsh, but we will consider applications from individuals who are committed to improve their Welsh language skills.

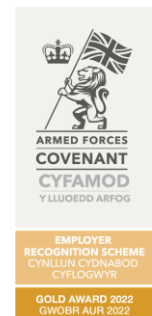
The team are located in Caernarfon but the role will also provide regular support to the Central Fire Safety team and therefore some travel to this site or other Fire Safety offices within the Service area may be required.

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

**Closing date for receipt of application forms is 10:00
on Monday, 3 April 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.