



HUMAN RESOURCES RECRUITMENT AND RESOURCING

**Administrative Assistant
GRADE 4
SALARY: from £18,795- £19,171
Subject to job evaluation**

**22.5 hours per week
Permanent Position**

We are seeking to appoint a dynamic individual committed to delivering a high quality and professional HR service into the Recruitment and Resourcing team based at South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

The successful candidate will provide a vast range of day to day administrative support to the Recruitment and Resourcing Team. There will also be expectations to provide other HR functions with a wide range of administrative duties as and when required.

Candidates applying for this post will have previous relevant administrative experience, experience of Microsoft Office applications and an ability to work in full compliance with confidentiality policies and procedures.

Should you have any additional enquiries, you are invited to contact the Recruitment team on 01443 232200.

We are a family friendly organisation and a flexible working system is in operation.

The successful candidate will be subject to a satisfactory Disclosure Scotland check and be required to undertake a Drug and Alcohol Test prior to an appointment being made.

An Application Form, Job Description and Person Specification are attached to this job advertisement.

Applications need to be emailed to Hannah Goodchild at: h-goodchild@southwales-fire.gov.uk by midday on Thursday 1st July 2021. Interviews will be held on Tuesday 6th July.

Please note that all salaries are subject to job evaluation.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

