



# **Lindsey Marsh Drainage Board** ***Water Management Consortium***

## **Full-time Admin Assistant, Manby, Lincolnshire**

37 hours a week

Annual holiday - 23-27 days

Bank holidays and three additional statutory days

Nine-day working fortnight

Local Government Pension Scheme

Ongoing staff training and development

Duties include: Typing of letters and reports, scanning and filing, photocopying, data input, preparation of plans, and other general administrative tasks.

Qualities: A good team player who is self-motivated, enthusiastic, and keen to learn and progress.

Skills: A good understanding of MS Word, accurate typing skills and organised, with good communication skills (verbal and written), able to follow procedures and processes, and have an attention to detail.

Qualifications: Minimum Level 5 GCSE or equivalent in Maths and English.

This role would suit someone looking to start or develop a career in office administration. Full training will be provided.

Strict Covid measures are in place and candidates will be expected to follow these to protect themselves and other staff members. An element of homeworking may be required.

If you are interested in applying for the position, please complete the application form available on our website and return this to the Manby office FAO Carol Davies.