

# Welsh Government

## Administrative Support



### Job description

Welsh Government is currently recruiting temporary staff. We have 5 vacancies based in our office in Cardiff Bay. The purpose of the posts is to provide administrative support to Ministerial Private Offices in all aspects of their work.

#### Key tasks include

##### Dealing with all Ministerial correspondence including:

- Recording all incoming items in the electronic post book/database
- Forwarding correspondence received for draft response and preparing returned draft replies within allocated deadlines
- Printing and dispatching letters as required

##### Assisting the Diary Secretary including:

- Organising both internal and external meeting and engagements
- Ensure that meetings/engagements are recorded accurately in the Ministerial diary
- Commissioning and distribution of papers
- Arranging travel and hospitality
- Greeting both internal and external visitors

**Providing support and cover for colleagues as required, including being conversant with tasks usually undertaken by other administrative staff**

**Answering telephone calls in a professional manner**

#### Key skills required:

- Good organisational skills
- Good communication skills
- Excellent IT skills – particularly Word and Excel
- The ability to work on your own and as part of a small team
- Attention to detail
- Welsh language skills are desirable but not essential

These posts are for an initial 8 months but could be extended to 12 months.

The salary for the posts is £17,200 per annum.

To apply, please send your CV outlining how you have the **key** skills required to the following email address: [Elaine.Dyer@Wales.gsi.gov.uk](mailto:Elaine.Dyer@Wales.gsi.gov.uk)