

Traineeship Opportunity

Administrative Support Worker Vacancy

Aim of the post

To develop administrative skills in order to undertake tasks as delegated by the Housing Development Office. The role will be based at African Caribbean Community Initiative (ACCI) at the offices in 217 Waterloo Terrace. Hours of work Monday to Friday 9am to 5pm.

The role will support the work of the Housing Development Officer managing all aspects of housing issues that impacts adults and families, primarily with mental ill-health as well as others with generalist housing and benefits issues.

Roles to include

- Answers phone calls, supports visitors and making diary appointments.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Exhibits polite and professional communication via phone, e-mail,
- Provides information by answering questions and requests.
- Following up on cases and update case notes
- Form Filling and assisting individuals to complete applications
- Data Inputting
- Answer emails on behalf of the Housing Manager
- Any other duties to support members of staff of the organisation

Contact

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