



Lindsey Marsh Drainage Board

Water Management Consortium

Corporate Services Team Admin Support

Salary £17,724 to £24,846 depending on experience

Holidays: from 23 to 27 days plus eight bank holidays and three additional statutory days

Nine-day working fortnight

Local Government Pension Scheme (defined benefit)

Supportive, collaborative working environment

Ongoing staff training and development

We are seeking a self-motivated, enthusiastic and organised individual to join our Corporate Services Team at Manby. Accuracy and attention to detail is key and candidates should be proficient in the use of MS Word and familiar with Access, Excel and Powerpoint. Good communication and active listening skills and the ability to follow procedures and processes are essential to the role.

Duties will include:

- Telephone and reception duties
- Incoming and outgoing mail - via post and email
- Typing and formatting documents using MS Word
- Preparation and circulation of health and safety documentation
- Weekly fire alarm testing and legionella checks at Wellington House
- Scanning and filing
- Booking training courses
- Board member and meeting support
- Ordering and monitoring PPE, stationery, and other items for the department
- Assisting with the recruitment and onboarding process
- Assisting with social media accounts
- Preparation of maps
- Logging and monitoring of queries and complaints
- Updating and interrogation of databases

The Corporate Services Team deals with queries and concerns from members of the public on a daily basis and candidates will need to have an understanding of the Boards' role and how they operate to enable them to contribute effectively to the team.

Commitment and loyalty to the organisation is important to us and we are looking for someone with a genuine interest in the work of the Boards who is keen to learn and progress in the role.

For further information please telephone Carol or Amy on 01507 328095. Application forms are available on our website <https://www.wmc-idbs.org.uk/notices-adverts> and should be accompanied by a letter explaining why you are the best candidate for the role.

Only completed application forms with accompanying letter will be considered.