

Employer: Newcastle City Council

Vacancy: Assets Assistant

Hours: Various

Salary: £11.44 per hour – Meets Min National Wage

Working pattern: Monday - Friday

Number of vacancies: 1

Overview:

Newcastle City Council are looking to recruit an Assets Assistant to provide general administrative support to Newcastle City Council Asset Management team.

We are looking for someone who will be highly enthusiastic and a motivated self-starter. We are based in South Gosforth.

Key Responsibilities:

- Providing general administrative support including purchase order processes, home loss and disturbance payments, payroll submissions, annual leave calculations, Monitor and update all relevant IT systems accurately and in a timely manner such as input of all stock condition surveys, customer details, service requests and financial information
- Collate and organise complex information
- Carry out data analysis on a periodic basis to answer questions in corporate and statutory monitoring forms
- Attend meetings and take minutes for circulation
- Carry out customer satisfaction surveys to ensure timely feedback from customers who have received a service from our division
- Carry out the administration relating to customer enquiries across the Directorate. This will involve liaison with contractors and other colleagues within the organisation
- Resolve enquiries and complaints from internal and external customers wherever possible

Essential skills, experience and qualifications

What do we expect to see from you?



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Council

This is a starting role, so we don't need experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- Strong interpersonal and communication skills
- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a small team
- Ability to demonstrate customer care and to be polite and courteous
- Able to follow instructions and health and safety guidelines
- Good communication skills