JOB DESCRIPTION

Job Title: Clerical Officer (Band 2)
Reports to: Higher Clerical Officer
Responsible to: Senior Administrative Assistant
Based At: Omagh Hospital and Primary Care Complex

MAIN RESPONSIBILITIES

- Maintenance of general filing systems
- Operation of computerised information system
- Recording and distribution of incoming mail/post and dealing with routine correspondence and outgoing mail and distribution to relevant staff
- Prioritise and organise work effectively
- Answering telephone calls and responding appropriately
- Faxing and photocopying duties
- Type up minutes of meetings etc
- Liaising within the team and with other departments, agencies etc
- Compliance with all relevant legislation relating and Trust policies relating to data protection and confidentiality of information
- Ordering stationery and ensuring adequate supplies are maintained
- Performance of all general administrative tasks as appropriate
- Assist with the production, presentation and distribution of written documentation using Microsoft Word, including letters, memos, funding submissions and reports

This project is part funded through the Northern Ireland European Social Fund Programme 2014-2020 and the Department for the Economy