



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí



Access to Success, Progression, Inclusion, Recognition, **Employment**

## **PLACEMENT**

### **DESCRIPTION**

**Placement Title:** Administrative Assistant

**Reports to:** Environmental Health Administrative Manager

**Responsible to:** Head of Environmental Health

**Based At:** Lisnamallard House, Omagh

### **Main Purpose of Job:**

Work as part of a team to provide comprehensive and confidential administrative and clerical support for the Environmental Health Service and across other service areas as directed.

### **Main Responsibilities:**

- Provide daily administrative and clerical support within the Environmental Health Service. Competently use Microsoft packages to prepare detailed reports, memos, letters etc.
- Provide a professional, high quality and consistent service to all customers engaging with the service, through compliance with the Council's Customer Service Strategy and Customer Service Standards.
- Receive and prioritise requests for service. Refer to appropriate officer or in the absence of officers, provide assistance and information regarding departmental functions and responsibilities including signposting to other Council departments or statutory agencies.
- Manage and maintain relevant manual and electronic filing and records management systems to ensure all records are secure and easily retrievable, in accordance with the information management protocols.
- Organise and manage electronic room bookings, equipment hire and hospitality for meetings and events as required.
- Responsible for receiving, and distributing incoming mail and also preparing outgoing mail for the Service.
- Reception duties as required.

- To carry out any other duties as directed by the HoS, Officers and Administrative Manager commensurate with work activities.



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