Business Support Administrator – Fire Safety

**Fire Safety Office – Wrexham Area Office/Agile Working
Permanent, 37 hours per week
NWFRS Grade 04 £27,694 to £28,598 per annum pro rata**

Providing administrative support to both the Community and Business Fire Safety teams within the Wrexham area, you will be the first point of contact for verbal and written enquiries to the department. This includes receiving confidential referrals from members of the public, partner agencies or external organisations and accurately inputting the information into the records management system. You will be responsible for arranging internal and external meetings, note taking and preparing agendas and meeting notes. General administrative duties will include typing letters and reports, producing statistics from the record management systems, filing and supporting the teams as necessary.

You will be an effective communicator with good customer service skills, experienced in arranging and supporting meetings and have a willingness to help others. With good organisational skills to manage your own workload and meet deadlines, you will need to be flexible and adaptable to change to deal with requests as they arise and have the ability to work independently using your own initiative.

As a bilingual organisation, the ability to communicate confidently and fluently in Welsh (Level 4) is essential for this post.

The team are located in Wrexham but the role will also provide regular support to our other Fire Safety team and therefore some travel to the other Fire Safety offices within the Service area may be required.

Please note that this post is subject to a standard DBS Check and satisfactory references. For further details about the role, please refer to the information pack.

To apply, please complete and submit your application pack by email to: recruitment@northwalesfire.gov.wales

Closing date for receipt of application forms is noon on 02/03/2026 with interviews scheduled for w/c 16/03/2026

The closing date will be strictly adhered to and no exceptions will apply.

disability confident EMPLOYER

HYRWYDDO CYNHWYSIANT
helpu cael gwared ar rwystrau
PROMOTING INCLUSIVITY
helping to remove barriers

ARMED FORCES COVENANT CYFAMOD Y LLUOEDD ARFOG
EMPLOYER RECOGNITION SCHEME CYNLLUN CYDNABOD CYFLOGWYR
GOLD AWARD 2022 GWOBR AUR 2022

Live Fear Free Helpline
0808 80 10 800
call • text • live chat • email
Home shouldn't be a place of fear
Help is available 24/7

Cefnogwyr Pride Tân
Fire Pride Allies