



Business Support Administrator – Central Area

Primarily based in Rhyl and HQ (St Asaph Business Park) with flexibility to work across other locations as required

Permanent, 37 hours per week

NWFRS Grade 04 £27,694 to £28,598 per annum pro rata

We are seeking a motivated and adaptable individual to join our team. This role plays a vital part in supporting service delivery across sites, ensuring continuity where staffing or organisational needs arise.

Duties include to provide a comprehensive and confidential administrative support to the Central Area (primarily providing flexible support across sites to the Operations Department in Rhyl and Headquarters (St Asaph Business Park)) to ensure the efficient day to day running of the departments. Duties will include preparing and maintaining electronic records e.g. rotas, annual leave etc. Entering and processing orders. Covering HQ reception duties on a weekly basis and supporting managers with departmental administrative work. Work requirements may vary across the Service area therefore the successful candidate must be willing to work flexibly across other locations.

You will have NVQ level 3 in or above in a related qualification such as Business Administration, or relevant office and administration experience and have use of information technology to intermediate level that includes inputting and keyboard skills and a sound working knowledge of Microsoft Office.

Excellent written and verbal communication skills and the ability to type 35 wpm are essential for the post. The postholder will have the ability to pay attention to detail and demonstrate accuracy whilst working to deadlines.

Ideally you will be confident in working in varied environments and possess good organisational skills and the ability to prioritise workloads effectively. Level 4 Welsh is essential for this role.

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
05/09/2025**

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

