

**Job title**

Adimistation Clerk

**Company name and postcode**

Engineering Building Services Ltd  
Unit A8, Whitwood Enterprise Park  
Castleford  
West Yorkshire  
WF10 5PX

**Job summary**

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

We are a Property Maintenance Company that manage over 100 care homes in Yorkshire and Lancashire, We are looking for a computer literate person to admister our clients maintenance system. The successful candidate will undertake training at our clients main office and remotely in the use of the system, This will include accepting tasks and delegating jobs to our engineers, This role is crucial to our business. Compter Literatacy is a must, as is a good telephone manner and having a can do attitude. confidence in ordering parts for our engineers

**Essential skills, experience and qualifications** (please do not use bullet points)

English, Maths, Computer Literate, Reliable, Previous Admin Experience would help (but not Essential) Confident Telephone Manner,

**Job category (DWP use only)****Number of hours per week**

40

**Working pattern and contracted hours** (including any shift patterns)

Days 8am - 4pm

**Hourly rate of pay**

Nat Living Wage

**Details of employability support** (training opportunities/mentor)

Training will be given

We will work with Wakefield Employment Hub's wrap-around support package including induction, monthly feedback, careers adviser interview & exit interview