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# OFFICE JUNIOR / GENERAL ASSISTANT

## Are you a geek, do you like children and can you work with humans?

Ineqe Group provides clients with a wide range of services, including consultancy, conferencing, training and technical solutions.

We are a small and dynamic company providing a close-knit and lively working environment, where all the staff work in a supportive and creative environment.

The successful candidates will be joining the company at a key time, as we rapidly roll-out our unique Safer Schools Digital initiative to thousands more schools across the UK. As a result, we are looking to strengthen our team through the recruitment of general assistant in our Belfast office.

The role is suited to someone wishing to join a company where they can develop their skills and abilities, or someone looking to return to the workforce.

The ideal candidate will be someone who understands and is comfortable with contemporary communication channels, whether online or offline. This should be grounded in good use of the English language, both spoken & written.

The role will be full-time temporary, initially for 3 months with the possibility of extension or being made permanent after this period of probation has been successfully completed.

### Full-time = 40 hours per week

#### The role will involve:

The ideal candidate will be someone who thrives in a busy environment and will be happy doing a variety of tasks, from customer engagement and administration to general duties. The role may also involve some driving and as such, the successful candidate must have a clean driving licence. A car is not supplied as part of the remuneration package, but the post holder will have access to a company car for official use.

The role may involve working outside normal working hours, therefore a flexible approach is required, as is punctuality and reliability. A common trait amongst our staff is a can-do attitude and this is something that we are looking for in this post holder.

Personality and the ability to engage with people from a range of backgrounds will also be expected.

Duties will include customer engagement, general admin duties, filing, photocopying, driving and the preparation of materials for shipment. The successful candidate will be required to complete tasks to a strict timescale, ensuring all duties are completed accurately, including:

- Maintenance of general filing systems.
- Recording and distribution of incoming mail/post and dealing with routine correspondence and outgoing mail and distribution to relevant staff
- Photocopying duties
- Customer engagement
- Answering and dealing effectively with in-coming calls from clients
- Performance of all general administrative tasks as appropriate
- Manual handling elements may be required in the movement of files and preparation of products for shipping.

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## Essential Criteria:

- The ability to work in a team and on your own initiative.
- Effective communication skills and a good telephone manner.
- Computer literacy - working with MS Office.
- Clean Driving Licence

## Key Competencies:

- Adaptability with a quality work ethic.
- Must be extremely trustworthy.
- Punctuality and reliability.
- Ability to prioritise and organise work effectively.
- Quickly develop an understanding of the services and products supplied by INEQE Group.

## Additional Information:

The role may involve evening and weekend working. Candidates must be willing to undertake changes to the working day as is required.

## Reporting to:

Post holders will report to the Officer Manager but may be tasked by the team leaders and senior management.

## Equal Opportunities

The company is an Equal Opportunities employer and welcomes applications from all who meet our selection criteria.

## AccessNI

Whilst a criminal record will not necessarily be a bar to being appointed, as the successful candidate will be part of our schools programme, they will be required to undergo and pass enhanced vetting through AccessNI.

The AccessNI Code of Practice can be found at:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

**Salary:** £12,500 to £17,500 per annum depending on skills and experience.

To apply please submit your CV and a letter outlining why you have applied.