

Admin Support Officer



Hours: 37 hours per week
Contract: Permanent
Salary: £24,496 - £26,845
Head office: Sheffield

The South Yorkshire Mayoral Combined Authority (SYMCA) brings together the local authorities of Barnsley, Doncaster, Rotherham and Sheffield and the private sector through the Local Enterprise Partnership (LEP). These bodies together serve the communities and businesses of South Yorkshire. From transport to housing, from business growth to skills, the SYMCA has a great story to tell. We have ambitions to deliver recovery and renewal for people, businesses and places across South Yorkshire after the COVID pandemic.

Are you a strong, highly organised administrator who would enjoy the challenge of providing a comprehensive and efficient operational support service to the Procurement, Contracts and Programme Controls team within South Yorkshire Mayoral Combined Authority?.

We are seeking an **Admin Support Officer** who will carry out a variety of administrative tasks including the production of meeting minutes, emails and reporting documents to support Procurement, Contracts and Programme Controls team. In this role, you will use and build strong skills in communication, diary management, organisation and coordination. A key part of this role will include reporting, addressing and escalating issues in a timely and effective manner. You will be adept at efficiently managing time and competing priorities. You will also have experience writing concise minutes and distributing these within strict deadlines. You will also have excellent personal and interpersonal skills (both verbal and written) and be able to engage with stakeholders at all levels across the Mayoral Combined Authority.

In return, we offer a competitive salary, access to a Local Government Pension Scheme and the chance to be part of an organisation where you can really make a difference. Located in a vibrant city centre location, we are well-placed for transport links and encourage employees to take advantage of a range of benefits, including active travel facilities. We believe in a healthy work/life balance.

For further information, or to arrange an informal discussion about the role, please email recruitment@southyorkshire-ca.gov.uk

How to apply

Please apply online at [recruitment](#) or email recruitment@southyorkshire-ca.gov.uk to request an application pack or alternatively call our 24 hour recruitment line on 0114 2211 223

Applications no later than: 9:00am on Monday 16 January 2023

Interviews will take place: Thursday 26 January 2023

In your application, set out how you meet the essential experience, knowledge and skills needed to fulfil the post, providing clear and real examples, briefly setting out your role within these and the outcome of your actions. Completed applications should be emailed to recruitment@southyorkshire-ca.gov.uk

Discover more about the South Yorkshire Mayoral Combined Authority by visiting <https://southyorkshire-ca.gov.uk>