**AD24-121**

**Administrators ICES/ILS - Grade C**

Adult Services has a number of Administrator vacancies that we are now in a position to recruit to on a permanent basis.

The Integrated Community Equipment Store (ICES) and Independent Living Service (ILS) are both based at Adelaide Depot, Adelaide Street, Bolton, BL3 3NY.

The posts will be advertised as internal via Greater jobs with the following vacancy reference **AD24-121**. Internal candidates or those on fixed term contracts will have priority and applications from agency are welcome.

If you are interested in applying for a permanent administrator role, please do so via Greater jobs and tick that you are an internal candidate.

The main requirements of the role are:

**Grade C – Administrator**

* You will need excellent customer service skills as the post involves taking a large volume of phone calls. It is essential that you possess accurate keyboard skill.
* To demonstrate the ability to plan, develop, organise and prioritise your work to meet deadlines and changes in priority.
* To organise, support, facilitate and take notes at meetings.
* The computer packages you will be working with are Liquid Logic, Controc, ICES Database and Microsoft packages. Training will be provided on inhouse databases but a good understanding of excel is required.

The closing date is **1pm** on **Monday 22 April 2024.**