



GUILDFORD CITIZENS ADVICE BUREAU

ADMINISTRATIVE ASSISTANT - DEBT

ROLE

- * To provide administration, clerical and case support to the Debt specialist caseworker.

JOB DESCRIPTION

- * Telephoning clients
- * Typing of confidential documents
- * Various clerical tasks, filing, general administration and other duties as requested
- * Contacting creditors for information relating to client cases
- * Assist the caseworker with progressing clients problems and outcomes

PERSON SPECIFICATION

- * The ability to maintain the **confidentiality** of the Bureau is **essential**
- * Ability to communicate easily and effectively, good interpersonal skills
- * Methodical approach to administration tasks
- * Working knowledge of Word, Windows and Excel
- * Friendly
- * Ability to work as part of a team
- * Ability to work without constant supervision
- * Flexible approach to work