

JOB DESCRIPTION

Job Title:	Temporary Clerical Assistant
Department:	Various
Section:	Various
Responsible to:	Line Manager
Grade:	1
Location:	Cardiff
Main purpose of Job:	

The post holder will carry out certain specific administrative duties within the section.

Principal Duties and Responsibilities:

Communication and Customer Service

Under direction/support from your line manager:

To communicate politely and effectively with a range of individuals (internal and external),

Job title:

Telerau ac Amodau Gwasanaeth**Terms and Conditions of Service****Teitl y Swydd/
Job Title:**

Cynorthwydd Clercyddol Dros Dro / Temporary Clerical Assistant

**Cyflog/
Salary:**

£10.90 yr awr / per hour

**Gradd/
Grade:**

1

**Gwyliau
Blyneddol/
Annual Leave:**

25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd, pro rata.

25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays, pro rata.

**Pensiwn/
Pension:**

Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol

The provision of the Local Government Superannuation Act apply

Math o Gytundeb:**Contract Type:** Llawn-amser / Full Time Rhan-amser / Part Time Llawn-amser Tymor Cyfyngedig / Full Time Limited Term Rhan-amser Tymor Cyfyngedig / Part Time Limited Term**Nifer yr oriau'r wythnos
No. of hrs per week****Diwedd y Tymor
End of Term****Diwedd y Tymor
End of Term****Nifer yr oriau'r wythnos
No. of hrs per week**Amcangyfrif / Estimated:
31 Gorffennaf / July 2024**Dull Ymgeisio:****Method of Application:**