



Department  
for Work &  
Pensions

# KICKSTART SCHEME

## TS Hub Team Kickstarter

### Job summary:

To provide excellent administration support in a timely manner for all colleagues in the Hub Team. Our team plays a key part in ensuring we create the company we want to work for.

- Support in all Hub Team administration and contribute to delivering results, ensuring we have the resources to do this
- Support in the maintenance all journey planning, reporting and operations systems through accuracy of all data input
- Working with the Operations Team to develop and effectively communicate the client plans to our field colleagues
- Collation of the results from the visits to support in the preparation of report for our clients
- Listening to feedback and then supporting in exploring new ways to relentlessly improve the Hub Team
- Take the opportunity to grow, develop and thrive and support others
- Provide excellent customer service to all

### Essential skills:

- Able to use Microsoft office packages
- Interest in operations principles/processes and a keen interest in people
- Excellent communication skills and interpersonal skills
- Flexible and adaptable manner with plenty of initiative
- Able to manage own time and prioritise workload

### Work Details:

Monday - Friday 9:30am - 3.00pm, with a blend between office (Ewloe Deeside) and home working.