



## Qualifications Administrative Officer

Salary: £24,510 - £27,147 per annum





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	Qualifications Administrative Officer
	Qualifications Directorate

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

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- < Good oral and written communication skills with the ability to collaborate with a diverse range of people.
- < Great listening skills, ensuring the correct understanding of customer queries and enabling appropriate advice to be given.
- < Confidentiality

	Swyddog Gweinyddol Cymwysterau / Qualifications Administrative Officer		
	£24,510 - £27,147 pro rata y flwyddyn / per annum pro-rata		4
	25 Diwrnod pro rata y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd.  25 Days pro rata per annum. In addition, the WJEC currently allows 16 statutory / additional holidays.		
	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol.  The provision of the Local Government Superannuation Act apply.		

Llawn-amser / Full Time

Rhan-amser / Part Time