\*NEW VACANY\*

**Permanent**

Hours of Work: 36.5 per week

Reference number: WMCA00269

Salary: £23,578 - £27,579 per annum per annum + exclusive benefits

Closes: 2021-03-12T11:59:00

Location: 16 Summer Lane, Birmingham, B19 3SD

**Closing Date: Friday 12 March 2021**

**Interview/Assessment Date: Wednesday 24 March 2021**

We are looking for an organised and detailed assistant to work within the Digital and Data Team.  The team has recently been revamped and we are creating a high performing team that can provide excellent support to the complex multi functions of the WMCA. Our key aim is to deliver a robust, high-quality customer focused Digital and Data function to our stakeholders.

**About the role**

The role is part of the Digital and Data Transition Team, providing support to the wider Digital and Data Team.  You will be responsible for updating IT records, including asset and network records.  Support the setup on-boarding/off-boarding processes, assist in data updates for processes specific to the IT frameworks, helping with financial tasks and general day to day help to the team. You will be responsible for helping to maintain confidentiality and integrity in everything you do.

If you are Interested in applying for this position then please visit the WMCA website.

<https://www.wmca.org.uk/careers/current-vacancies#!/vacancy/89184>