

# Recruitment Vacancy in the Corporate Services Team

News story

Details of vacancy for a Facilities and Administrative Officer in the Corporate Services Team.



This interesting job puts you at the heart of the VMD's Corporate Services Team within our Business Support Division. The team provides a range of services which support the business and its staff to deliver the VMD corporate objectives.

## **Job Title**

Facilities and Administrative Officer in the Corporate Services Team

## **Grade**

A0

## **Salary & Pension**

£24,369 -£24,369 per annum with Pension Scheme

## **Annual Leave entitlement**

Commencing at 25 days

## **Role**

You will be a point of contact for VMD colleagues and contractors and you will work closely within a small team as well as more widely across the organisation. Your main duties will range from coordinating accommodation requirements, supporting travel needs, as well as facilities management and procurement.

## **How to apply**

You must make your application via [Civil Service Jobs](#) where you will find a full job description including salary details.

## **Closing Date**

18th May 2022

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