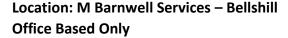
Office Junior





This is a fantastic opportunity for an individual looking to take their first step into becoming a business professional. The Office Junior will provide administrative support to other members of the team to ensure the timely filing of documents, communication cover and other administrative tasks.

The Role (Duties and Responsibilities):

You will support the team in the development of processes to improve, streamline and simplify how we plan and execute all business activity.

- Assist with the filing and archiving of documentation (online and offline) supporting the sales team
- Complete administrative tasks including customer engagement, and document filing
- Data entry and maintaining all databases
- Contacting customers and potential customers for paperwork
- Answering the phones, taking messages, transferring customers, and assisting the sales team with their customer enquiries
- Main trade counter / reception cover
- Collection and delivery of post each day
- Assist in the warehouse
- Assist with the set-up and closure of new customer files
- Source and pack scheduled deliveries
- Assist with other administrative as necessary

Essential skills and experience:

- Good level of communication
- Computer literate, able to use Microsoft office and email competently
- Able to take instruction
- Attention to detail
- Flexibility and willingness to perform wide range of administrative tasks
- Ability to prioritise and organise workload

Package:

- Salary: £Exceeds Minimum Wage + Bonus + Pension
- Holiday: 20 days + bank holidays
- # Hours: 9am to 5.30pm (37.5 hours per week)
- Lunch: One hour
- Parking: Free employee parking

Future:

Progression: If continual success is achieved the individual will have the ability to grow their role