

Admin / Marketing Assistant (Full time)

Advertisement:

Working in our admin office, we are looking for a general admin assistant to carry out typical office and marketing duties. Attention to detail, excellent computer skills and a good telephone manner will be essential.

You will report to the Managing Director

The hours are:

Mon - Thu 08:00 to 16:30 with half hour lunch
Fri 08:00 to 13:00 no lunch

The pay is between £13,000 and £15,000 depending on experience.

This is a "Full" overtime position. Therefore:

Overtime at x 1.3 (Week days and Sat am), x1.5 (Sat pm) and x2 (Sunday)

Overview:

We have employed a gap year student for the last year who is now leaving to travel prior to starting University. Consequently we are looking to fill the role with a new person.

The duties as mentioned will be typical office duties. Although you will report to the Managing Director officially you will be working for the Business Development Manager in regards to sales and marketing, our office administrator for general admin and the MD for HR filing and database updating. All of which reside in the admin office.

The role will require you to phone out to potential customers asking for contact details and other information so that we keep our marketing lists up to date. We will of course teach you what we do and what to say, but you must be able to demonstrate confidence and common sense.

The ideal candidate:

The person most likely to be offered this role will have previous experience / qualifications in:
(in no particular order)

- Be able to demonstrate your attention to detail
- Good grasp of English Language (GCSE Grade B or equivalent)
- Good computer skills. Word, Excel, social media and databases
- Be customer friendly.
- Highly trustworthy and be able to deal with confidential information.