



Junior Administrator

Corsham

View this job online at: <https://www.jobstem.com/jobs/corsham/junior-administrator/j32619.html>

Job Description

Junior Administrator, Level 1 Administrator, Office Administrator, Bonded Facility Administrator

Job Title: Junior Administrator.

Salary: Discussed upon application.

Location: Corsham.

A highly established company, based in the Corsham area, is recruiting for an additional Junior Administrator to join their prestigious team.

As an Administrator you will have to provide a first class, professional customer service, (via phone, email or letter), to customers.

To ensure that all queries are dealt with accurately, timely and captured accordingly for reporting / analytical purposes.

As an Administrator you will have to take ownership of issues and resolve effectively through constructively challenging the status quo leading to improvements.

To input data accurately and ensure paperwork is filled appropriately

Responsibilities include:

* Data entry and IT Literate you will be required to update

Salary

Negotiable

Location

Corsham

Location Description

Corsham

Company

Acorn Recruitment

Posted By

Ms Christina Harris

Date Posted

01/03/2018

Application Closing

29/03/2018

Job ID

32619

Employer Reference

BBBH1414

Job Functions

Administrative

Industries

Logistics and Supply Chain

Estimated Job Duration (if contract

spread sheets, on a data entry basis.

or part-time position)

Permanent

* Full compliance with HMRC and DPA regulations 100% compliance.

* Reception duties ensuring excellent telephone manner and customer service skills.

* To accurately execute any other administrative responsibilities / activities as and when required.

* To pro-actively and constructively challenge all processes to ensure most effective procedures are applied. Implementation of effective improvements.

Essential experience required:

* Experience of working in a pressurised office environment with accuracy and experience.

* High level of accuracy and attention to detail are critical.

* Excellent written and oral communication skills.

Desirable experience:

* Knowledge of warehousing and logistics beneficial.

* Basic Excel, Word and PowerPoint .

* 9 Grade A-C GCSEs or equivalent.

Please only apply if you have your own transport due to location.

If you feel your experience can fulfil the Junior Administrator role and you are interested in working for a fantastic company, please send a recent copy of your CV to july.humeniuc@acornpeople.com or call 01249 465 666 and speak to Julia Humeniuc for a confidential chat.

Acorn Recruitment acts as an employment agency for permanent recruitment.

Skills & Experience

admin level 1 data entry excel