



## 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](mailto: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