

## Candidate profile

Role:	Administration Assistant
Location:	Nottingham
Terms:	Permanent/full time
Salary guide:	c.£14k depending on experience

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### General background

We are currently recruiting for a full time Administration Assistant to support one of our major blue chip accounts. Proficient in all the usual MS office software packages, you must have excellent customer service skills, good attention to detail and of dealing with demanding situations along with the ability to multitask. You will be expected to work on your own initiative as well as reporting directly to the Office Manager.

### Responsibilities

- Dealing with incoming enquiries via telephone and email
- Liaising with clients and suppliers/tradesmen
- The preparation and booking of various meetings including co-ordinating diaries & travel arrangements
- Management of large client & supplier databases
- Placing stationery orders & stock control
- Processing and following up on recruitment packs/info
- Assisting with event logistics i.e. arranging couriers and despatch of goods
- Assisting with social media content and e-newsletters
- Assisting in the preparation and implementation of direct mail campaigns
- Support of other team members
- General office duties including; photocopying, filing, outgoing mail

### Skills and experience

#### Essential:

- Minimum of 2 years admin work experience.
- Excellent communication skills both written and verbal
- Numerate and accurate with a good level of spoken and written English
- The ability to work under pressure
- Proven data management skills
- Grounded team player with the ability to multi-task
- Computer literate and proficient in all Microsoft Office software packages

#### Desirable:

- Experience of sales/marketing
- Awareness and an understanding of social media and the internet
- Working knowledge of WordPress

### Personal qualities

- Able to communicate well at all levels
- Must be self-motivated and organised

- Have a good eye for detail
- A cheerful, positive and enthusiastic approach to tasks
- Able to use own initiative
- Willing to learn and adapt.

### **Mandatories**

- Nottinghamshire based