



Traineeship Job Description

Administration

An exciting opportunity has become available for someone to join the team as an Administrator. You will be involved in the coordination and implementation of office procedures and frequently have responsibility for specific projects and tasks.

Main Responsibilities

- Communicating via telephone, email and ticket system.
- Dealing with telephone and email enquiries.
- Creating and maintaining filing systems.
- Scheduling and attending meetings, creating agendas and taking minutes.
- Keeping diaries and arranging appointments.
- Using a variety of software packages such as Microsoft Word, Outlook, PowerPoint and Excel.
- Liaising with staff in other departments and with external contracts.
- Ordering and maintaining stationery and equipment.

Will suit candidates who are enthusiastic, well presented, have an excellent telephone manner and are interested in administration.