

## Administrative Assistant

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Company: Chronos Consulting

Location: United Kingdom

Category: other-general

### Job Description

Administrative Assistant – Carlisle

We currently have a vacancy in our Corporate Administration Department for a full-time permanent Administrative Assistant based at our Head Office in Carlisle.

Corporate Administration is responsible for the key areas of insurance, pensions, health, safety and legal compliance throughout the Group.

The main purpose of the job is to provide administrative and secretarial support to the department, reporting to the Group Company Secretary.

This is a varied role with both day to day responsibilities and varied project work but will focus on the administration of pensions and Health & Safety. We are looking for someone who enjoys working in a close team, but also able to work independently and engage their own initiative. The successful candidate will enjoy a changing work-load and must be able to prioritise successfully.

Candidates must have fundamentally strong secretarial, clerical, word processing, database and spreadsheet skills, accuracy rather than speed is important. The ability to organise and prioritise your own work is also key. Training in the key areas will be given but the successful candidate will have to prove literacy, numeracy and integrity. It would be an advantage to have some health & safety training or have been involved in pensions, particularly automatic enrolment. It is essential that you have a great telephone manner and are able to be polite and patient on the telephone in potentially frustrating situations.

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