

Administrator

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Company: Forrest Recruitment

Location: Holmes Chapel

Category: other-general

Job Overview

– Holmes Chapel – Fixed Term Contract – £22,500

We have taken a brand-new opportunity for an Administrator to join our longstanding client who are based in lovely new offices, in the heart of Holmes Chapel. They are an exceedingly successful company who have grown from strength to strength over the years. They provide professional advice and services to clients across the UK. Working within a friendly team of longstanding colleagues, the successful candidate will be supporting the business administration team with the following duties:

Handling calls and email enquiries

Sorting and distributing post

Creating and maintaining filing systems

Arranging meetings and booking appointments

Liaising with company advisers to ensure meeting packs contain the correct documentation

To deal with telephone and email enquiries

Diary management

Liaising with stakeholders

Attend staff meetings

Update the in-house CRM system

Create financial reports using spreadsheets

The ideal candidate will have worked in an administrative capacity previously, be customer and team focused, professional and supportive. You will be able to work as part of a team and on your own initiative and be able to pick up computer systems with ease. The role is initially to cover a period of maternity leave, however due to continued success, there could be potential opportunities for a permanent role. Training will be provided. Company pension offered.

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