



TRAINING CENTRE



Approved Training Organisation Status (ATO)

OFFICE ADMINISTRATOR

As an Office Administrator you will support the Commercial and Project Delivery Teams with their daily activities, to ensure that relevant administrative tasks are dealt with efficiently.

DUTIES CAN INCLUDE:

Emailing, scanning, and sending relevant correspondence and responses

Telephone communications with tenants/clients

Data inputting

Maintenance of the departments digital and paper filing systems

Printing documents

Checking records and updating

Reconciling receipts

Other general administrative duties

EDUCATION NEEDED

GCSEs

Entry requirements for an Office Administrator - you will have achieved a GCSE Grade C or above (4+) in Maths or English / key skills equivalent.

WORK EXPERIENCE NEEDED

Any previous administration experience would be extremely desirable but not essential.

We will always value any work experience that you have gained previously as it builds on your employability skills. This includes part-time work, volunteering, and involvement in extracurricular activities.

SKILLS NEEDED

- Be flexible and open to change
- Ability to work well with others
- Keen and willing to learn
- Good attention to detail
- Proactive attitude, with strong organisation skills with the ability to multi-task
- Computer literate
- Communication skills
- Experience using Microsoft packages such as word and excel
- Literacy and numerical skills as spreadsheets inputs will be used daily

**BOOK AN APPOINTMENT
WITH RECRUITMENT TEAM**

