

JOB TITLE: Admin Assistant

SUMMARY OF ROLE: General Administrative & Accounting Duties

- receiving & processing telephone orders
- recording sales
- account data entry
- cash reconciliation

SKILLS REQUIRED: You will need to be computer literate & preferably have some work experience in a similar role. However all necessary training will be given.

Good Telephone manner

QUALIFICATIONS REQUIRED:

GCSE or equivalent Maths & English

TRAINING:

As a company we are keen to invest in training where appropriate.

SALARY: Commensurate with experience & potential within the range £5.85 - £6.30 per hour (at age over 21).

NORMAL WORKING HOURS:

Monday - Friday 9am to 1pm