

# Going Places Ltd.



**JOB REFERENCE:** 123-SJS1004  
**JOB TITLE:** ADMINISTRATION ASSISTANT  
**EMPLOYER:** GOING PLACES LTD  
**LOCATION:** SALISBURY  
**SALARY:** £12000 pro rata per annum  
**WORKING HOURS:** 37 hrs – Monday- Friday

## DESCRIPTION

Rapidly expanding company seeks administrator/receptionist to join its support team. Some experience in Microsoft Office packages would be an advantage. A professional telephone manner and ability to work in a busy office environment is required. This is a great opportunity to start an exciting, rewarding career with lots of variety in a busy office.

## DUTIES TO INCLUDE

- Dealing with incoming and outgoing post
- Maintaining stationery supplies
- Answering the telephone and directing calls and greeting visitors
- Reception typing and formatting documents such as letters and reports and updating computer databases
- Filing
- Using office equipment such as printers, photocopiers and fax machines
- Managing diaries
- Making travel arrangements for staff

## SKILLS REQUIRED

- A methodical and organised approach
- Good communication skills
- Ability to work well as part of a team
- Computer literacy and good typing skills
- Good level of English spelling and grammar
- Accuracy and attention to detail
- Concentration, for performing routine tasks

## **PERSONAL QUALITIES**

- A responsible and reliable individual
- A good sense of humour and friendly disposition
- Good time keeping and attendance
- Able to remain calm whilst working under pressure
- Self-motivated with a willingness to learn

## **QUALIFICATIONS REQUIRED**

Grade 4 or above in GCSE Mathematics and English or equivalent plus one or two other subjects. GCSEs in applied business and ICT would be relevant, as would the Diploma in business, administration and finance.

Please send your CV, Application Form and a covering letter to:

Mrs Chloe Newton  
Going Places Ltd  
37 Guild Street  
London  
EC3R 9EH

Quoting Job Reference.