Education and Employers Taskforce

'Job Description'

Organisation Name Contact Rob Mckenzie (Finance and Administration Manager) 020 3206 0508 websites www.educationandemployers.org & www.inspiringthefutre.org Position Title Location: 2ºº Floor, Weston House, 246 High Holborn, London, WC1V 7EX Training Wage: Within a range of £10,000 to £15,000 per annum. Advanced Agministration of £15,000 per annum. Annual Target Qualifications Contract duration and progression Hours of work Holidays 30 days paid holiday plus bank holidays Duties Reporting to the Finance and Administration Manager and working as part of the Finance and Administration team: • Administration: office administration managing electronic and paper documents, planning and organising meetings, stationery management, supporting other team members, running projects, planning and co-ordinating events, organising business travel/accommodation, administering HR/Recruitment/Finance records. • IT: Inputting data and producing reports for the team. • Communication: making and receiving telephone calls, speaking face to face and communicating by email • Customer Care: Providing customer/client care to colleagues, partners and clients, monitoring and resolving problems • Qualified Administrator or equivalent skill level – a good knowledge of Microsoft Office, data bases and the internet. • Good Communication skills: a able to communicate well by email, face to face and by telephone • Friendly and willing to help customers • Well organised and accurate • Able to solve problems and use own initiative • Interviews and assessments assessments Advanced Agministrator or unitiative thermediate (Level 2) IT qualification or equivalent to which they meet each item on the person specification and their knowledge of the Education and Employers Taskforce. Applications are encouraged through the NAS website or directly through our website with a CV and a covering letter. Two referees will be required if you are invited for interview. Training Partner Advertising Closing date Closing date		ler e le l
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