



Job Title: Administrative Assistant

Location: [Insert Location]

Job Type: [Full-Time/Part-Time]

Salary: [Insert Salary Range]

Job Summary:

We are looking for a detail-oriented and organised Administrative Assistant to support daily office operations and ensure smooth workflow. The ideal candidate have excellent communication skills, strong multitasking abilities, and a proactive approach to administrative tasks.

Key Responsibilities

- Act as a point of contact for clients, customers, and suppliers via email, phone, and in person.
- Greet visitors, arrange security clearance, and direct them to meetings.
- Schedule and coordinate meetings, including booking meeting rooms.
- Maintain filing systems and update office databases.
- Process invoices, track receipts, and assist with basic bookkeeping tasks.
- Arrange travel bookings and accommodations for staff.
- Order office supplies and manage stock levels.
- Organise team schedules and department meetings.
- Handle incoming queries and provide requested information.

Required Skills & Qualifications:

- Strong GCSE results in English and Math; A-levels or relevant college qualifications preferred.
- A Level 2 Diploma in Business and Administration or a degree in business studies is an advantage but not required.
- One to two years of experience in an office-based role preferred (entry-level positions available).
- Experience in customer service, data entry, HR, payroll, or accounting is a plus.
- Strong organisational and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and office management software.
- Ability to handle confidential information with discretion.

Benefits:

- Competitive salary.
- Paid leave, health insurance and pension plan
- Professional development and training opportunities.
- Supportive work environment.
- Flexible working options available.

How to Apply:

If you are a motivated and detail-oriented individual looking for an exciting administrative role, we'd love to hear from you! Please submit your CV and a cover letter to [Insert Application Email/Link].

Let me know if you need any modifications!

Administrative Assistant Job Examination

J Rink



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