

## Current vacancies

### Administration Assistant

#### Personal Attributes

- ✚ Self motivated
- ✚ A good team player
- ✚ High personal standards
- ✚ A desire to enjoy work.

#### Mission Statement:

To provide support in the maintenance, as appropriate, of procedures and systems for the timely and efficient processing and recording of client accounts.

To maintain an appropriate record keeping system to meet commercial and regulatory requirements, in particular so that the Company can identify that it is treating its customers fairly

#### Key responsibilities:

- To assist in the production and distribution of client correspondence;
- To handle the collection and distribution of the post on a daily basis;
- To maintain appropriate records of client accounts;
- To carry out appropriate verification of identity checks;
- To maintain office and stationary stock as appropriate;
- To deal with queries from distributors and customers in a timely and efficient manner;
- To provide PA duties as appropriate to the Management and Directors;

#### Contract Terms:

This position is currently offered on a limited fixed term contract of 3 months. This may be extended for a further term or to a permanent contract at our discretion, depending on requirements.

Salary commensurate with experience.