



Junior Administrator
Full time – permanent
£12,500 - £16,275

We are looking to recruit a Junior Administrator to support our Client Relations Managers and current Administration team.

Based in our busy West Bridgford office, the ideal candidate will be conscientious and ambitious with a positive, can do attitude. An excellent telephone manner and a commitment to customer service is also a must. Duties will be varied but will include answering the telephone and e-mails, assisting with recruitment campaigns, booking training, meeting and greeting guests and assisting with incoming mail. The post will offer an all-round introduction into business administration as well as the opportunity for further training and personal development. It would be perfect for a recent school leaver.

We offer a company pension scheme and cash back health plan after a successful probation period.

To apply, or for further information, please send your CV and covering letter to Helen Brown: Helenbrown@solosupportservices.co.uk or call 0115 815 7010 for further information.