

Admin Assistant



The Role

We're now hiring for an Admin Assistant!

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. This is a varied role in a friendly, fast-paced environment which will require the successful individual to effectively manage multiple tasks and responsibilities to a professional standard. Acting as a key member of the team, the support this position provides will be vital in enabling strategic growth for the company.

Key Responsibilities

- Providing a warm friendly welcome to all clients, staff and other visitors to the office
- Answering the telephone – handling all calls in a polite, efficient and professional manner
- During quieter periods in reception, assist colleagues with other administrative duties as required
- Ensure the reception area is kept tidy and immaculate at all times
- Liaise with other members of the Admin team about refreshments, meeting room bookings etc

Requirements

The person we're looking for will need the following skills:

- Excellent personal skills
- Strong accuracy and attention to detail
- Familiar with using Office packages (Excel, Word)
- Excellent telephone manner
- Highly punctual, dependable and reliable

Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.



Why Join Us?

We're a forward-looking employer with six offices across Norfolk, Cambridge and Suffolk. We're always looking to grow our business and making sure we have the right people on board is key to our success.

As an Association of Chartered Certified Accountants (ACCA) approved employer, our culture is progressive, proactive and client-focused. As a result, we can offer you a dynamic working environment with many opportunities to develop your skills, qualifications and achieve.

Benefits

- Competitive Salaries
- Ongoing, Fully-funded Training
- ICAEW Approved Trainer
- Platinum ACCA Approved Employer
- AAT Accredited Employer
- Pension Scheme
- Childcare Vouchers
- Regular Staff Parties
- Subsidised Lunches
- Monthly Staff Lottery
- Dress Down Fridays
- £100 Reward for Client & Employee Referrals
- Ongoing Charity Support
- Social and Sports Activities
- Modern, Open-plan Working Environments
- Equal Opportunities Employer

... And many, many more!

Apply today

If you'd like to find out more, or if you think you're the right person for us, then please send a CV to careers@astonshaw.co.uk or apply via the form on our careers page on our website: www.astonshaw.co.uk/careers.