



Administrator

Norwich

The Role

We are looking for a motivated and friendly Administrator to join our dynamic and ever-growing team in our Norwich office. The successful candidate will be an integral part of the central administration team providing administrative support to the business.

Key Responsibilities

- Take incoming calls and messages from clients
- Assist with covering reception when required
- Help manage the shared Admin inbox
- Manage post in/out
- Manage the meeting room calendar
- Ensure records and books are available for clients to collect as and when they are needed
- Support the admin team with tasks
- Keep databases up to date with client details
- Adhoc administrative tasks as and when the business requires

Requirements

- Previous administration experience is desirable
- Be proficient in Microsoft Packages
- Excellent organisation skills with the ability to work both independently and as part of a team
- High attention to detail
- Be approachable to both junior and senior members of staff
- Ability to work under pressure to meet deadlines
- Competent numerical and IT skills



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
- Regular Staff Parties
- Subsidised Lunches
- Monthly Staff Lottery
- £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.



Any questions?

Email careers@astonshaw.co.uk