

# Job Specification - External



<b>Job Title</b>	Junior Office Administrator
<b>Department</b>	Aaron Services
<b>Location</b>	Market Harborough, Leicestershire
<b>Reporting to</b>	Contract Manager

## Role Overview:

Aaron Services Ltd is one of the UK's leading specialists in Heating Repairs, Maintenance and Installations. As part of their continued expansion they are looking to recruit conscientious and enthusiastic individuals that have pride in producing work to the highest quality to compliment their existing team, looking after long term social housing contracts throughout the East Midlands, Lincolnshire and East Anglia:

## Job Specification

### Qualifications and experience:

- Possess either an NVQ in Business Administration OR have some basic experience of working in an office environment,
  - The successful candidate is likely to have GCSE English and Maths (or equivalent).



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## **Responsibilities:**

- To be friendly and communicative
- To be confidential and discreet
- Maintaining absolute discretion when dealing with confidential data
- Able to work in a structured and timely fashion with the ability to prioritise work and meet tight deadlines
- Good oral communication, interpersonal skills and telephone manner
- Good IT skills with experience of using of all Microsoft Office programmes, with good numeracy and spread sheet skills

## **Necessary skills and abilities:**

- **If you are interested in this fantastic opportunity please send your CV TODAY!!**