

ADMINISTRATIVE ASSISTANT

Prime Accountants Group has a vacancy for an Administration Assistant based in our Coventry office.

The successful applicant will have the following skills and qualities:

- education grades achieved should be GCSE A-C/9-5
- flexibility to deliver assistance where and when it is required and ensuring a high standard of client satisfaction is maintained
- self motivated, efficient and hard working
- attention to detail
- meticulous in maintaining records
- have good communication skills
- have a good working knowledge of Microsoft Excel, Word and Outlook
- able to interact positively with staff at all levels
- confidential
- punctual
- able to take responsibility
- able to deal with deadlines
- able to communicate articulately.

The role will involve dealing with the following work:

- answer all incoming telephone calls professionally and re-direct as required
- take telephone messages for staff if they are unavailable
- receive incoming post. Open, scan and electronically file as appropriate
- welcome visitors and clients. Announce visitor's arrival to the appropriate person and take an order for refreshments
- monitor the booking of meeting rooms and identify any potential problems to the appropriate parties
- check stationery requirements and forward these on to the Coventry office for ordering. Distribute ordered items upon receipt
- assist all departments with administrative tasks as requested by the department Managers
- provide refreshments for staff and visitors as requested by a Manager or Director
- ensure all meeting rooms are kept tidy by routinely checking them after meetings
- carry out administrative tasks (i.e. scanning, photocopying, typing, data entry etc.) as requested by a Manager or Director
- prepare outgoing post for collection, ensuring the correct postage is paid via the franking machine
- any other reasonable tasks as requested by a Manager or Director.



The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Benefits package:

- Annual salary - £to be discussed at interview
- Bonus scheme based on achievement of budget
- 37 hours per week
- Auto Enrolment pension scheme
- Death in Service scheme (subject to entry criteria)
- 28 days annual and statutory leave per holiday year
- The option to 'purchase' a further 10 days' annual leave in a full holiday year.

