

ADMINISTRATIVE ASSISTANT

Prime Wealth Planning Limited has a vacancy for Financial Services Administration Assistant based in our Solihull 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:

- 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 with administrative tasks
- provide refreshments for staff and visitors
- 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.)
- prepare outgoing post for collection, ensuring the correct postage is paid via the franking machine
- provide cover during lunch breaks.
- any other reasonable tasks by the team.



Coventry Office

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Solihull Office

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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 – from £NMW prevailing at time of appointment dependent on experience
- 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.

