

'friendly, local service...**nationwide**'

People are our most **important** asset. That's why we are always looking for smart individuals with diverse backgrounds - people who like to **ask questions, solve problems** and **insist on providing a better service** to our customers.

Position: Administration Assistant
Office: Lichfield
Apply To: Tracey Hulett / Lisa Degnan
Closing Date for Applications: Until Position Filled

Details:

A vacancy has arisen for a Administration Assistant within our busy Lichfield Office.

The position encompasses working as a member of the team to assist in corresponding with our client base. Your duties will primarily include communicating with clients to help service their requirements, liaise with engineering to facilitate the clients requests, answer queries from senior Supervisors and Managers, and to organise the preparation of reports for regularly scheduled meetings.

It is essential that the applicants have a minimum of 5 GCSE's(or equivalent) grade A to C preferably in suitable/relevant subject matters.

The candidates would need to have:

1. Knowledge of office management systems and procedures.
2. Excellent written and verbal communication skills, with a good telephone manner.
3. Proficiency in MS Office (MS Outlook, MS Excel and MS Word, in particular).
4. Strong organisational skills with the ability to multi-task.
5. The ability to work unsupervised using initiative.

The ability to work unsupervised using ones initiative will be important.

Full training will be provided for the database systems.

The hours will be 8am to 5pm Monday to Friday.

In return we can offer:

- A competitive salary
- Participation in the company profit sharing scheme after a qualifying period
- Stake Holder Pension Scheme
- Contributory Private Health Care Scheme
- Medicash Healthcare Scheme

Please apply in writing to:

Tracey Hulett / Lisa Degnan
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Jackson Lift Group monitor and evaluate compliance with equal opportunity laws, guidelines and policies to ensure that employment practices and contracting arrangements give equal opportunity without regard to race, religion, colour, national origin, sex, age or disability.



Join our **team**