

'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.

Jackson

Lifts • Escalators • Cradles

Position: **Trainee Administration Assistant**
Location: **Wimborne**
Closing Date for Applications: **Open until a suitable candidate is appointed**

We have an opportunity for a Trainee Administration Assistant based at our busy Wimborne office.

As the role is of a Trainee, no experience is necessary

The successful applicant will report directly to the Regional Administration Supervisor and will be working as part of our dedicated administration team

The main areas of responsibility will include, but not be limited to the following;

- Answering the phones
- Providing Administration support to the operations team
- Preparing client reports on excel
- Updating clients on job progress
- Logging & dispatching breakdowns to engineers

Customer care is of vital importance however, in the office environment the ability to properly communicate electronically through email, customer internet based portals and other electronic media requires the successful applicant to have the following basic skills.

- 5 GCSE qualifications
- Basic understanding of Microsoft Excel, Word and Outlook.
- Able to communicate effectively with clients, colleagues and internal departments

Benefits of the position for the right applicant include

- Competitive salary (non commission) based on proven experience.
- Participation in the company profit share scheme after a qualifying period.
- Stakeholder pension scheme.
- 25 days paid holiday in addition to public holidays.
- Medcash Health scheme and a contributory Private Health Care scheme.

Still interested? Then please apply (in writing and in confidence) together with your CV to:

Tracey Hulett – Regional Administration Supervisor
Lisa Degnan – Deputy Regional Administration Supervisor
Unit 28
Liberty Close
Wimborne
Dorset
BH21 6SY

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E: thulett@jacksonlifts.com / ldegnan@jacksonlifts.com



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**