

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

Details:

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

The successful applicant would be working as part of our dedicated Service Team, which involves answering the phones, booking callouts, progressing and updating Clients.

As the role is of a junior, no experience is necessary, however it is essential that the applicants have a minimum of two A levels (or equivalent) grade A to C preferably in suitable/relevant subject matters and would need to be computer literate. A good knowledge of Excel would also be required.

The candidates would need to be:

1. Fully conversant in the use of a computer.
2. Have good communications skills with a clear telephone manner.

Full training will be provided for the database systems. Your initial training will be over a period of two years.

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

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 health care after a qualifying period

Please apply in writing to:

Tracey Hulett & Lisa Degnan – Regional and Deputy Regional Office Supervisors
E: thulett@jacksonlifts.com and ldegnan@jacksonlifts.com

