

'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.



Lifts • Escalators • Cradles

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

We have an opportunity for an Administration Assistant or Trainee Administration Assistant, based at our busy Lichfield office.

The successful applicant will be working as part of our dedicated National Clients team which involves progressing and updating our various nationwide client's portals and web-based systems.

Full training will be provided for the company specific systems.

The ideal candidate should have:

- Proficiency in MS Office (MS Outlook, MS Excel and MS Word in particular)
- Strong organisational skills with the ability to multi-task
- The ability to work unsupervised using initiative
- A minimum of 5 GCSE's (or equivalent) grade A to C

Benefits of the position for the right applicant include:

- Competitive salary
- Participation in the company profit share scheme after a qualifying period
- Stakeholder pension scheme
- 25 days paid holiday in addition to public holidays
- Medicash Health scheme and Wellbeing Scheme
- Contributory Private Health Care scheme

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

Donna Gardner

Regional Office Supervisor

dgardner@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**