



<https://citycalling.com/jobsearch/junior-admin-assistant-essex/>

## Junior Admin Assistant, Essex

### Description

Junior Admin Assistant Vacancy In Essex

### THE COMPANY

Our client, a construction company seeks a Junior Admin Assistant to join their office team looking after client's accounts based within an organisation located in Essex.

### RESPONSIBILITIES

The role of a Junior Admin Assistant will involve the following:

- Offering general Admin
- Support for the team
- Data entry & logging of invoices
- Answering the telephone/taking messages
- Use of MS Packages to record information
- Managing filing information systems

### As a Junior Admin Assistant you will have:

- Strong admin skills
- Strong organisational skills
- Knowledge of MS packages
- A flexible approach to tasks
- Excellent telephone manner
- Tio be available immediately

### SALARY:

### The Package:

This is a full PAYE salary paid position paying in the region of £15,000.

### CONTACT DETAILS

If you meet all the requirements above and are interested in this Junior Admin Assistant role, please email your CV over to [hello@citycalling.com](mailto:hello@citycalling.com) and someone from our team will be in contact.

### Employment Type

Full Time

### Beginning of employment

ASAP

### Duration of employment

Permanent

### Job Location

Essex

### Working Hours

8 AM to 5 PM

### Base Salary

£ £15,000

### Date posted

11th July 2019

### Valid through

30 August 2019