

## **Office Administrator**

**Full-time, Permanent Position – 37 hours per week**

**Location: Blythe Valley Park, Solihull**

Are you a proactive, hardworking and confident person, with a keen interest in accountancy and business? Would you like to work for an established, forward thinking and growing firm of accountants, who will encourage and support your personal development and training and give you the opportunity for career progression? If so, then we are looking to recruit talented individuals to join our team.

### **This job will involve:**

- Data inputting
- Opening new records and sending initial letters to clients, accountants, and banks
- Obtaining ID from clients and completing anti-money laundering checks
- Closing files/records
- Archiving and retrieval of files
- Scanning and photocopying
- Postal duties
- Providing support to the accountancy teams
- Sending bills and accounts
- Completing ad-hoc admin requests for the senior management teams

### **Skills required:**

- Excellent written and oral communication skills
- Excellent telephone manner
- Accuracy and attention to detail are a fundamental part to this role
- Happy to integrate into a busy team environment; able to support wherever needed
- The ability to work under own initiative and manage time effectively
- Must have a positive mindset, can do attitude
- Be organised, methodical, adaptable and know how to prioritise work

### **Ideally you will have:**

- Previous experience in an administrator role
- An understanding and experience of working with databases
- Knowledge in MS office
- Good keyboard skills

### **Staff Benefits:**

- Flexible working hours
- Competitive salary and holidays
- Fantastic working environment
- Staff restaurant with subsidised meals
- Free parking
- Progression opportunities
- Study support

