

Part Time Administrative Assistant

An excellent opportunity has arisen for an Administrative Assistant to work as part of a small team within a busy office helping in various departments including sales, administration and stock control, assisting with a variety of clerical duties and reporting to the Sales Office Supervisor.

Duties include:

Answering the telephone, putting calls through, taking messages, processing Web-based orders, monitoring internal customer requirements, inputting onto Sage, shredding documentation and volume filing.

You will have:

- Good interpersonal skills with a flexible approach
- Be computer Literate
- Some experience within an office is preferable
- Keen, eager and have a keen eye for detail
- Educated with Maths, English GCSE Grade C or higher

Interested? Email your CV to sales@all-recruitment.co.uk or call us on **01924 368612**

Hours: 20 - 25 hrs per week Mon - Fri

Salary: Minimum wage based on age

Benefits: 20 days holiday, increasing by 1 day for each years' service to a maximum of 25. Bonus up to 20% of annual salary, based on company and individual performance. Pension eligible.

Location: South Yorkshire

Job Type: Part Time - Permanent