

Part-time Administrative Assistant

20 hours per week

Salary £19,266 pro rata

We are looking to appoint a part-time Administrative Assistant to work within our Business Development Team.

Key tasks will include:

- providing administrative support across the team
- assisting with small sales documentation
- updating the company CRM system
- costing sheet preparation
- registering for quotes
- researching our market
- assisting with events bookings

The successful candidate will have excellent communication skills, be able to manage and prioritise tasks, have a good eye for detail and generally remain unflustered at busy times. We do not require particular experience other than enthusiasm and a willingness to learn and become an integral part of our team.

For further information or to submit your CV please email recruitment@public-i.info