



## Job Description

**Job Title:** Administrator and receptionist.

**Suitable For:** Experienced administrator with secretarial skills, preferably having worked in the accounting industry (although training can be provided).

### Core Skills:

- Excellent typing skills including formatting and grammar (Maths and English GCSE or equivalent, Grades A-C/4-9).
- Very good IT skills (Word/Excel/Outlook).
- Managing diaries and making appointments.
- Answering the phone, answering queries and diverting calls where necessary.
- Dealing with post.
- Photocopying, scanning and printing.
- Managing databases.
- General office management.

### Other Skills:

- Knowledge of report generation from accounting software will be advantageous.
- Experience of using document management software, e.g. Virtual Cabinet.

### Attributes:

- Ability to work as part of a team.
- Organized and efficient.
- Good internal and external communication skills.
- Self-motivated.
- Able to work under pressure.

The role will be full-time working at our Bexhill office between the hours of 8.45am and 5.30pm alongside existing part-time support. Please note, initial training may be at our Hastings office.

The closing date for applications is Monday, 20<sup>th</sup> July 2020. Please send your CV to Tamsyn Rayner-Vincent by e-mail [tamsynr@ashdownhurrey.co.uk](mailto:tamsynr@ashdownhurrey.co.uk) or by post to Ashdown Hurrey, 28 Wilton Road, Bexhill, East Sussex, TN40 1EZ. Due to increased administrative demands at this current time, we wish to make clear that if we do not contact you by 1<sup>st</sup> August then you have not been selected for interview.

Our current risk assessment can be found on our website and providing applicants are happy to visit the Bexhill office, interviews in person will be held whilst adhering to social distancing measures.