

### **Administration Assistant**

Established in March 2000, Connect Group is a young, dynamic, independent recruitment specialist that has quickly and successfully grown a reputation for quality of service to both candidates and clients. Through a passion for success and a commitment to fast effective delivery, Connect Group has benefited from an enviable year-on-year growth. Connect Group presently consists of well established specialist divisions in IT, Rail, Construction, Energy and Nuclear. With a client base ranging from FTSE100 organisations to pioneering start-ups, Connect Group continues to demonstrate its capability of providing flexible, bespoke solutions to its clients.

Position Overview

The Administration Assistant will provide support to the Operations Manager to ensure the smooth running of the administration department on a day-to-day basis.

### **Main Duties of the role:**

Raising all administration documents for both Candidates and Clients including:

- Contracts
- Extension letters
- Termination letters
- Speaking with Candidates and Clients to obtain required documentation
- Dealing with all administration queries
- Receiving overflow reception calls
- Formatting of incoming CV's
- Running of reports for Divisional Managers
- Monitoring of all employee holidays and sickness
- Scheduling meetings and appointments for Consultants
- Ordering office stationery and supplies
- Filing & scanning as and when required
- Any additional tasks as required by the Operations Manager

### **Applicants must be:**

- Hard working
- Conscientious
- Professional

### **Experience required:**

- Good knowledge of Microsoft Office (especially Word & Excel)
- General administration experience

If you are interested in this vacancy, contact us on 020 8973 3333 or email us your CV to [website@cgc-ltd.co.uk](mailto:website@cgc-ltd.co.uk)