

JOB DESCRIPTION

Job Title	Apprentice Administration Assistant
Role reports to	Practice Office Manager
Location	Oxford
Hours	Monday – Friday 8.30am – 5pm
Salary	TBC

Purpose of role

Apprentice Administration Assistant

To provide assistance and support to all staff in respect of office administration and ad hoc client orientated tasks

To develop knowledge and learn to apply this in the workplace

Take responsibility for allocated tasks

The position is responsible for the following areas:

- Deliver excellent customer service
- Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail
- Admin support to the team of accountants
- Providing administration support to the Marketing Team
- Ensuring all current and new client documents are in line with Money Laundering regulations (training will be given as required)
- Organising meeting room calendars
- Post, franking and dropping off at post office
- Taking cheques to bank and notifying the accounts team
- Carry out instructions given by the management team and head office
- Providing support to the Credit Control Team when requested
- Providing support to the Accounts Team
- Switchboard Cover
- Running errands as and when required
- Stationary ordering, filing
- Making refreshments for clients/staff

This is not an exhaustive list but is an indication of the responsibilities that are expected of Wellers admin/support staff.

This role will be an apprenticeship to work towards achieving an NVQ Level 2 qualification.

Full training will be given.