



### **Full Time Admin Assistant**

We are a forward thinking firm of Chartered Accountants and Business Advisors, with offices in Eastleigh, Andover, and Basingstoke. We require a friendly and confident Full-Time Admin Assistant for our Eastleigh office.

You will be working as part of our administration team, providing a high standard of admin support for the firm. You will require the ability to work on your own initiative and have a thorough knowledge of Word, Excel and Outlook, and we will train you in the use of our in house systems. This is an office based position. Driving licence essential.

**Hours:** Monday – Thursday (8.30am – 5.15pm)  
Friday (8.30am – 4pm)

**Benefits:** Great working environment/own office/free onsite parking.

### **Job Description:**

Working in the: Admin department (Eastleigh)

Reporting to the: Serviced Office Manager/Admin Supervisor:

### **Basic Duties :**

- Typing and sending out letters
- Answering of telephones
- Covering Reception when required (including meeting and greeting of visitors)
- Assisting with duties of Reception/Admin Supervisor in their absence
- Completing timesheet accurately on a daily basis
- Post opening duties (including scanning of incoming post)
- Booking post in/out
- General Scanning
- Iris Docs filing
- Archiving and maintaining archive database
- Updating of client database
- Assessing and ordering stationary
- Holiday cover to other offices when needed
- General photocopying
- Banking
- Any other admin duties as required.

Ideal candidate would also be:

- Approachable and friendly individual who is a team player.
- A driven individual with attention to detail.
- Good organisational skills with a can-do will-do attitude
- Good time management
- Good written and verbal communication