



Filing Clerk / Admin Assistant

This is not a Full Job Description but is given as a general overview.

Requirments:

Computer Literacy essential
RSA Typing Standard
Team Player
NVQ Level 2 Business Administration
Conversant with Filing & Database systems

Duties Include:

Updating Client Database
Issuing Control Documents
Maintaining Progress Project Boards
Brochure Requests
Switch Board Duties
Maintaining Filing System
Photocopying
Basic Typing Duties

Training & Development:

We have a continued training policy under ISO 9000:2000 you may at some time be required to go away on training courses.

CSCS:

It is a requirement that all staff is qualified, certain qualifications may exempt you from taking this exam.

Hours:

8.30am to 5.00pm Monday to Friday

Holidays:

21 days plus Statutory Bank Holidays

Salary:

Depending upon age & experience

Equal Opportunities:

The Company has a specific policy relating to Equal Opportunities & Dignity at Work which is available upon request.

Location:

Jenson House is located 12 miles from the famous surfing town of Newquay in Cornwall. Within easy reach of the Airport and main line train station. Beaches on the north coast and south coast are within easy reach with about 7 miles each way to the different coastlines. The Busy City of Truro is located some 10 miles with plenty of shops and restaurants available locally.

Send Written Application to:

Personnel Manager, Frame UK, Jenson House, Cardrew Industrial Estate, Redruth Cornwall, TR15 1SS

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