



JOB DESCRIPTION

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| Job Title : | Part-time Administrator |
| Department: | Service Delivery / Customer Relationship |
| Location: | Head Office, Mile Road, Bedford MK42 9TW |
| Responsible to: | Customer Relationship Manager |
| Hours of Work: | 16 hours per week. Monday to Thursday, between 08.00 am – 4.00pm |
| Authorities / Accountabilities: | Part of the telephone hunt group Answer door entry phone |
| Job Summary: | Produce and review customer documentation. To provide administrative support for Account Executive team. |
| Key Responsibilities: | General administration of customer work including but not exclusively: <ul style="list-style-type: none">• Generate, amend and upload/despatch policy documents and Audit Reports• Proofread customer facing documentation• Any other duties as reasonably required by your Manager or a Director |
| Keys Skills and Experience Required: | <ul style="list-style-type: none">• Administrative experience essential• Proficient written and verbal communicator• Strong attention to detail.• Computer literate including proficiency in Word and manipulation of PDF documents.• Good organisation and task management skills to meet Company objectives.• To work as part of a busy team. |