

Business Administrator

Full Time, Permanent

Accio Consult & Construct is a dynamic and fast-growing business in need of a Business Administrator to join our team.



Please visit www.acciocandc.com to find out more

Our supportive and friendly environment means you can ask for advice whenever you need to. We strive to offer our staff personal growth and training. There are also opportunities to develop and progress within the Company.

As a Business Administrator you will be responsible for supporting the day to day running of the office.

Duties will include:

- General office admin - Answering Incoming phone calls, filing, ordering equipment etc.
- Managing our various client databases – keeping all records up to date.
- Arranging and participating in meetings – Taking meeting minutes.
- Booking travel and accommodation.

Role Requirements:

- Previous office admin experience is preferable but not essential.
- Competent in using Microsoft Office, particularly Outlook, Word and Excel.
- Excellent organisational skills and attention to detail.
- Good communication skills • Flexible, proactive and professional attitude.

Benefits:

Location: Alconbury, Huntingdon • Hours: 8:30 – 17:30, Monday – Friday • Salary: £14,000 - £16,000 DOE
Holiday: 28 days paid holiday (includes bank holidays)

If you feel you have the skills to contribute to the continued success of the Accio Consult & Construct Ltd, please submit your CV to Accio Consult & Construct Gemma White and Helena Vanderhoof, (gemma@acciocandc.com & helena@acciocandc.com).