

Lynwood Court, Lynwood Village
Rise Road, Ascot, Berkshire SL5 0FG

Telephone 01344 298 100
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www.ben.org.uk



Administrator

Based at Head Office, Sunninghill, Ascot
20 hours per week over 5 days

The role

To provide administrative support to the Advisor led support team. This will include booking meetings and note taking at the meetings. Booking travel and accommodation for the team when required and maintaining a booking tracking system. Collating and storing sensitive information and data, distributing reports and preparing documents. Dealing with communications and correspondence. Diary management, and liaison with internal and external contacts.

The person

You will be a highly organised, resourceful and proactive individual with proven experience as an Administrator, including diary management skills and minute-taking experience. You will be proficient with MS Office applications and display a professional manner, exhibiting absolute attention to detail at all times. The ideal candidate will have experience of using CRM and Sharepoint 365. With an ability to organise and prioritise your work, you will cope well under pressure from competing priorities and respond well to a challenge. You will be an effective communicator both verbally and in writing and able to work to tight timescales. You will have integrity, be diplomatic and confidential.

In return we offer you:

- Competitive pay
- Generous holiday allowance
- Contributory Pension Scheme - matched up to 3 %
- Free DBS check (subject to eligibility being met)
- Excellent training and development
- Referral scheme
- Childcare vouchers
- Free parking
- Subsidised Restaurant
- Discount on certain car brands

If this describes you, then please contact us at careers@ben.org.uk and enclose your latest CV and covering letter explaining why you are the ideal candidate for this role.

Closing date for applications is 20th May 2017

If you are ambitious and motivated and want to make a positive difference to people's lives, get in touch with us.

 /BenSupport4Auto
 @BenSupport4Auto

Ben - Motor and Allied Trades Benevolent Fund.
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