

Enquiry Ref No.

1245621

Company Name

Property and Finance Group /The Mortgage Provider

Job Placement Title

Kickstart Office Administrator

Job Placement Summary

The Mortgage provider are looking for a bright, organised and versatile Administrator to work in our office based In Churchtown . This is a fantastic opportunity as we are a growing company,

This role is key for us continuing to provide excellent customer service, so must have great communication skills.

Our business is growing and we need the right candidate to help us manage our growth, within the back-office.

We need an administrator, ideally with previous experience who has excellent communication skills and can liaise with both customers whilst also being able to answer email enquiries and help prepare paperwork

Responsibilities & Duties

- Inbound and outbound calls
- Liaising with clients
- Monitoring emails
- Preparing paperwork
- Organising diaries
- Managing MD's diary and always being 'one step ahead' for deadlines, renewals etc
- Filing, scanning, printing documents when required
- Keeping on top of post
- Monitoring and responding to enquiries via social media
- Organising documents and files in shared folders
- Plus, any other administrative duties

Qualifications & Skills

- Previous administration experience
- Polite telephone manner and good customer service skills
- Organisation – the role has different tasks involved and being able to prioritise and organise work is essential

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KICKSTART SCHEME

Sefton@Work 
working for you

- Strong attention to detail – when checking applications
- Initiative – proactive approach and a problem solver
- Self-learner – we would love you to be able to learn and be adaptable as you work

Working Hours

Monday - Friday, 10am-3pm

How to Apply

cv to louise.pickett@sefton.gov.uk

Rate of pay

NMW

Comments

140 Cambridge Road

Southport

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