



## **\*\* JOB VACANCY \*\* ST NEOTS - Job Vacancy – Junior Office Administrator**

Offer Expiry Date  
**11/07/2018**

Can only be used at  
**Britannia Harrison and Rowley (Removals  
and Storage) St Neots**  
Britannia House, Alington Road, Little  
Barford, St Neots, Cambs  
PE19 6YH.

**Tel: 01480 367059**



### **Description/Terms and Conditions**

Job Vacancy – Britannia Harrison and Rowley - Junior Office Administrator

Main Duties and responsibilities.

Answering phones / dealing with customer queries and enquiries.  
Booking customer appointments using our in-house system (training will be given)  
Taking control of our quick quoting system  
Dealing with claims procedures and leasing with our loss adjusters  
General office administrative duties (i.e. filing)  
General housekeeping duties Key Skills  
Basic computer skills in programs such as Word and Excel  
Ability to learn quickly  
Great time management and an ability to multi-task  
Punctual, Local geographical knowledge will be advantageous but not a necessity .

Working days/hours Monday – Friday 9:00am-5:30pm (1 hour lunch)

Holiday 28 days (including bank holidays)

Salary Negotiable Please

submit your CV to [vinny@harrisonandrowley](mailto:vinny@harrisonandrowley).

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