

Unit 4 – People in organisations

Job Applications and Interview – Appendix A

Task 1a – Vacancy Information

ADVERTISEMENT	
Business Administrator (Job Ref: 221)	
Employer: Online Software Solutions Ltd	Location: Milton Keynes, Buckinghamshire
Salary: £18,000-£22,000	Job type: Permanent, full-time
<p>This is a unique opportunity to join an enthusiastic software development company in Milton Keynes specialising in market leading online software within the Health and Safety sector.</p> <p>We are looking for a keen business administrator to work with the commercial sales and development team to provide comprehensive administrative and sales support. The successful applicant will also maintain good relationships with new and existing clients and help with day to day communication to potential and existing clients about new products and services.</p> <p>To apply for this position please email or telephone the Human Resources Department requesting an application form. Email: hrdepartment@ossl.com. Tel: 0843 289 111.</p> <p>Closing date for receipt of completed application forms, including a covering letter is:</p> <p>.....</p>	



JOB DESCRIPTION

Business Administrator

Job type: Permanent, full-time

Location: Milton Keynes, Buckinghamshire

Duties and responsibilities:

- Ensure all documentation is completed in a reasonable timescale and is accurate.
- Answer telephone calls promptly, deal with queries and pass messages to the correct person/department using the internal processes.
- Administer incoming post and emails promptly and efficiently.
- Control the diary system, ensuring all items are followed up by the due dates, particularly in relation to outstanding documentation from clients, delegates or interested parties.
- Establish and maintain effective working relationships with co-workers, managers and the general public.
- Contribute towards the development of a high company image of professionalism, competence and customer satisfaction.
- Maintain regular consistent and professional attendance, punctuality, personal appearance and adherence to the relevant Health and Safety Procedure.

PERSON SPECIFICATION

Business Administrator

Job type: Permanent, full-time

Location: Milton Keynes, Buckinghamshire

Knowledge, experience, skills, qualifications and qualities we are looking for:

- Flexibility and adaptability
- Attention to detail and accuracy
- Able to work as part of a dynamic team
- Written and spoken communication skills
- Planning and organisation skills to work on own initiative
- Computer literate with a working knowledge of Microsoft Word, Excel and PowerPoint
- Full UK driving license

