

OFFICE JUNIOR JOB DESCRIPTION



time commitment	Working hours	experience required
c.37hours a week	M-F 9-5pm	no

Summary: The role of an office junior is to support the sales and accounts teams with office administration tasks

Detailed responsibilities

- ?? To assist with filing of office paperwork
- ?? To assist customers by answering phone calls and reception inquiries
- ?? To prepare marketing materials such as sample packs and sales letters
- ?? Other tasks to support the business plan as and when required including working extra hours if required to ensure company business objectives are met.

Category	Essential	Desirable	how identified?
Numeracy and literacy	None	A basic standard of numeracy is useful to calculate postage rates	Interview test
Printing knowledge	None	Experience of an office environment	CV
Communication skills	Good verbal communication skills with fellow staff. Basic reading and writing.	A friendly and helpful disposition	Interview
Qualifications	None	None	N/a
Other Skills and Knowledge	None	Self motivated	CV and interview
Personal Qualities	Relaible, enthusiastic, hard working, well-organised and able to prioritise using their own initiative Able to work with others, and willing to contribute to team		Application, interview, references
IT skills	Basic knowledge of PC based computers	Ability to work windows based office PC applications ie MS Access, Word and Excel	Interview and practical test