

## Operational Support Administrator

Curtis Banks are looking for an Operational Support Administrator to join our Operations Department within our Bristol office to provide a comprehensive and cost effective business support service for business operations.

There are a number of administrative activities and tasks which facilitate the smooth running of the office. The Operational Support Administrator will provide general administrative support for fellow colleagues. Core elements of the role will include carrying out all post related duties within the office as well as a wide variety of ad hoc administrative tasks. These tasks will include ordering supplies, liaising with service providers and various client related data entry and administrative tasks. The Operational Support Administrator will also be expected to perform additional ad hoc functions to assist other departments within the office as required.

The position and duties will include;

- Record and handle all incoming and outgoing post duties.
- Generally assisting the Office on any other ad hoc areas such as monitoring sundries, refreshments and stationary.
- Scanning in all incoming post as well occasional additional ad hoc scanning.
- Paper and electronic filing documents.
- Dealing with routine correspondence, by telephone, email and letter
- Various administrative tasks for clients SIPP including data entry, producing letters and mail merges.
- Documenting and filing away all Safe custody of Asset Documents as needed.
- Liaise with suppliers and contractors as required.

### Person Specification:

The ideal candidate would have a prior proven experience of working within an office environment, in particular working with Microsoft Office, dealing with general daily administration and working to deadlines. It will be essential for the applicant to have high level of attention to detail and accuracy. Knowledge, skills and experience will be assessed on joining and gaps will be identified so that suitable training can be given.

A full job description is available on request.

This is a full time vacancy

Office hours are: 9.00am - 5.30pm Monday to Thursday & 9.00am - 5.00pm Friday (37 hours)

Start date: Immediately

Duration: Permanent

Location: Bristol

All candidates will be asked to confirm their eligibility to work in the UK at interview stage and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to – [HR@curtisbanks.co.uk](mailto:HR@curtisbanks.co.uk)