

CANDIDATE 24511

Position Sought: Full/Part Time Receptionist, Administrator

Location Sought: Witney and surrounding area, Kidlington, Oxford, Abingdon

Notice Period: Immediately

Salary Requirement: Circa £16,000

IT Knowledge: Word, Excel, Outlook, Internet

IT Test Results: Word 37%, Excel 30%, Data Entry 62/3760

UNIQUE SAFEGUARD FOR YOUR RECRUITMENT!

**Armstrong Appointments offer a candidate replacement FREE OF CHARGE* -
Up to 8 weeks after commencement of employment or 100% REFUND*
*Subject to Terms and Conditions**

*Recruitment Specialists for Permanent Placements and Temporary Assignments in
Board-Middle Management/Executive Administration/Sales & Marketing/Office Support*

**Armstrong Appointments, 1 High Street, Witney, Oxon, OX28 6HW
Tel: (Head Office) 01993 778541,
Abingdon: 01235 468405, Oxford: 01865 263177 Fax: 01993 702012
Email: info@armstrongappointments.co.uk Web: www.armstrongappointments.co.uk**

CURRICULUM VITAE

CANDIDATE 24511

PERSONAL PROFILE

An experienced receptionist with a good understanding of administrative and office procedures. Able to prioritise tasks well with the ability to remain calm under pressure. Uses initiative to resolve problems and challenges, good interpersonal skills, thrives in the company of others and enjoys team work, but is also happy to work alone. A conscientious, adaptable employee with a positive work ethic always striving to optimise efficiency, performance and skills.

ACHIEVEMENTS

- RSA Clait Stage One Spreadsheet, Database and Word processing
- RSA Clait Stage One Desk Top Publishing
- RSA Stage Two Word Processing (Distinction)
- RSA Stage Two Text Processing (Distinction)

SKILLS

- Microsoft Office – Excel and Word, Outlook
- Excellent telephone manner
- Knowledge of SAP
- Familiar with Opticlient Attendant telecommunication system

WORK HISTORY

Receptionist

April 08 – Mar 09

- Varied administration duties
- Supervision of admin support staff
- Maintenance of time and attendance register - holiday and sickness records
- Petty Cash
- Ordering, monitoring and review of the company's stationary requirements

Export Administrator

July 06 – April 08

- Preparation of paperwork relevant to international shipping requirements
- Processing purchase orders, packing lists and invoices on SAP
- Booking on-line courier shipments
- Liaising with couriers to obtain details of flight numbers and arrival times for shipments
- Basic knowledge of IPR procedures

Admin Assistant

Nov 04 – April 08

- Varied administrative support to various departments around the company
- Filing
- Photocopying
- Ensuring security of Foyer at the close of the day

Raising Children

1990 - 2004

- Studied RSA Computer Literacy courses

Service Centre Assistant

1989 - 1990

- Administration duties
- Dealing with public – booking and coordinating service calls
- Ordering appliance parts

EDUCATION

- 3 CSEs 1975 - 1980

HOBBIES AND INTERESTS

- Current Affairs
- Visiting Museums
- History
- Aviation
- Natural History
- Walking and sightseeing
- Yoga

REFERENCES

- Available on request