

CANDIDATE 24716

- Position Sought:** Administration, Accounts, Reception
- Location Sought:** Witney, Eynsham, Carterton, Long Hanborough, Abingdon, Oxford (if parking available)
- Notice Period:** None
- Salary Requirement:** £18,000 - £19,000
- IT Knowledge:** Word, Excel, Outlook, Internet and various inhouse systems

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*

CANDIDATE 24716

EDUCATION: 1978-1983 Henry Box School
1983-1984 West Oxfordshire Technical College
1992 West Oxfordshire Technical College

QUALIFICATIONS: English Language 'O' Level Grade C
English Literature 'O' Level Grade C
Mathematics C.S.E Grade 5
History C.S.E Grade 4
Biology C.S.E Grade 4
Food & Nutrition C.S.E Grade 2
NAMCW – Family and Community Studies Grade B
Machine Calculating RSA Stage 1 – Pass
Typing RSA Stage 1 – Distinction
Typing RSA Stage 2 – Pass
Audio-Typing RSA Stage 1 – Distinction
Shorthand RSA Stage 1, 50 WPM – Pass
Teeline Shorthand, 60 WPM – Distinction
Teeline Shorthand, 70 WPM – Distinction
Word Processing RSA Stage 1 – Distinction
First Aider – British Red Cross - Valid until 21 August 2011

HOBBIES: Swimming, Walking, Cycling, Cooking and Listening to CD's

DRIVING LICENCE: Full and I own a car

EMPLOYMENT HISTORY:

Job Title: Receptionist/Typist
Employed From: 13.10.03-28.02.09
Job Description: Check answer phone messages every morning.
Answering the telephone and take messages if necessary.
Email messages to relevant member of staff.
Greeting Guests – making coffee/tea etc.
Make sure reception area was kept tidy.
Opening all incoming post and franking outgoing post.

Typing and printing of letters/minutes/reports etc for Surveyors/Associates using Word/Excel/PowerPoint and Pinnacle.
Sending and distributing faxes.
Updating holiday chart on excel spreadsheet.
Diary Management.
Writing out travel warrants.
Register drawings on excel spreadsheet.
Order stationery.
Book couriers.

Update internal telephone list and Staff Address details.
Buy coffee/sugar/tea/flowers/stamps for office when needed.
Order or go out to buy lunch for meetings when necessary.
Check and refill photocopiers and fax machine. Replace toners and ring service engineer if there was any faults with machines.
Check Fire Alarm every Friday.
Book out/in office laptops and cameras.
Book flights/hotels.
Record any meeting being held in conference rooms in office diary and on Meeting Room Management on computer.
Photocopying/Filing/Archiving and Binding documents.
Copying and saving data to disks.
Re-saving documents into PDF format using acrobat 5.0.
Ordering office consumables and ringing maintenance companies if anything needed to be fixed in office.
Occasionally went to the bank to get petty cash or bank cheques.
I was a First Aider for the office.

Job Title: Administration Assistant (P/T)
Employed From: 08.04.02-23.05.03
Job Description: Reception – answering the telephone/greeting guests and taking messages.
Opening all incoming post.
Secretarial – typing letters, memos and minutes for all the staff.
Photocopying.
Filing.
Making coffee/tea for any meetings held.

Company: Playgroup
Job Title: Playgroup Supervisor (P/T)
Employed From: 26.02.01-14.12.01
Job Description: Supervising and helping the children with their individual needs during the various activities held in the sessions.
Helping the other supervisors with various tasks.
Setting up and putting away equipment before and after each session.

Job Title: Sales Administrator (Promotion)
Secretary/Admin Assistant
Employed From: 13.12.93-31.12.00
Job Description: The collection & payment of all rents and rates, fees or charges together with the keeping of all property records including the administration of the Lands/Environmental Services Department's systems and procedures and the provision of a

secretarial service to designated members of staff within
and/or serviced by the Department.

Job Description (cont):

due

Clerical

Preparation of relevant forms for payment of rates, keeping accurate records and advising Area Accountant of amounts and paid. Advising cashier of Direct Debit details. Collection and payment of all rents and other fees including the keeping of accurate records of such payments/receipts and the preparation of all documentation associated therewith. All administrative matters associated with Professional and other charges covering the Arboricultural Squad, Environmental Services Department and Lands Department West personnel. Recording of movement and safe keeping of title deeds. Filing above documents and correspondence.

Computerisation

Collection of data with the input of such data onto the Estate Management System. Periodic obtaining of computerized reports for use in the management of the Company's Estate, including a forward running programme of cardinal and diary dates.

Secretarial

Completion of tabulated records by use of Elonex PC-420X (Ami Pro 3.1) Word Processor and the typing of correspondence, reports, taking messages and other secretarial duties. Audio and copy typing. Using spreadsheets on Lotus 1-2-3 Release 5. Typing target forms for sales figures. Updating reports for Sales Manager every month. Writing and typing up the minutes from the monthly Sales meetings.

Job Title:
Employed From:
Job Description:

Sales Ledger Clerk
30.03.92-10.12.93
Banking and going to the bank.
Answering the telephone.
Dealing with incoming and outgoing mail.
Typing of letters, memos, carpet estimates and price lists.
Entering all sales invoices and payments on to a computer.
Sending out statements for all invoices at the end of each month.
Dealing with credit control.
Filing
Ringling in invoices and payments in a till for Sales people and dealing with the general public.
Put "New Business" onto Uniplex System on computer.
Run off reports from computer at the end of each month.
Order stationery.

Armstrong Appointments, 1 High Street, Witney, Oxon, OX28 6HW
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Abingdon: 01235 468405, Oxford: 01865 263177 Fax: 01993 702012

Email: info@armstrongappointments.co.uk Web: www.armstrongappointments.co.uk



Booking stock in and out through manual ledgers.

Job Title: Sales Ledger Assistant
Employed From: 22.10.90-12.02.92
Job Description: Raise invoices/credit notes from prepared data.
Prepare batches, enter in control book and post to ledger.
Batch cash, enter in control book and post to ledger.
Allocate cash receipts on individual accounts.
Update security discs and agree control print-out to control book.

Job Description (cont): Close ledger at the end of every month and agree totals on print-out to control book.
Print all reports and statements.
Assist senior assistant with preparation of charging schedules.
Answer telephone and deal with queries.
Credit Control.
Do spread-sheets during the month.
Assist in area of the Finance Department if requested to do so by the Finance Controller or in his absence by the Sales Ledger Manager.
Used a Coda VT320 computer and a Wang Computer.
Did filing, photocopying and faxing.

Job Title: Accounts Clerk/Service Receptionist
Employed From: October 1984-September 1990
Job Description: Answering the telephone.
Filing and keeping Records.
Banking and going to the bank.
Opening post and franking outgoing post at the end of each day.
Typing of all letters and estimates.
Entering sales, purchase, petrol and car hire invoices onto an IBM computer.
Sending out statements for all invoices at the end of each month.
Credit control.
Vehicle Ledger – New and Used Vehicles.
Working in Petrol Forecourt.
Car Hire.
Service Receptionist – 3 years.
Ordering of stationery and ingredients for coffee machine.
M.O.T returns each month and Warranties on vehicles.
Photocopying.
Sending and distributing faxes.