

CANDIDATE 24718

Position Sought: Administration, Accounts, Reception

Location Sought: Eynsham, Witney, Long Hanborough, Botley

Notice Period: None – recently made redundant

Salary Requirement: £18,500+

IT Knowledge: Word, Excel, QuickBooks, Sage, Outlook, Internet and various inhouse systems

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

CANDIDATE 24718

PROFILE

A conscientious individual with more than 10 years experience in office procedures
Able to work on my own with no supervision
Computer Literate
Reliable, diligent and able to carry out my duties to a high level of competency

EXPERIENCE

September 2007 to January 2009
Senior Administrator – Oxford

Responsible for managing and assisting in the day to day administration and reception of the Hearing Centre
Providing Admin Support for Partners and Audiologists
Managing the preparation of client sales invoices
Input of purchase invoices into Sage accounting system
Maintain petty cash system with appropriate paperwork
Maintaining purchase ordering system and purchasing of general office supplies
Managing and dealing with in-coming and out-going post as necessary
Updating Databases/Mail Merge

August 2000 to July 2007
Office Administrator - Eynsham

Dealing with the day to day running of the office including:-
Providing Admin Support for Directors and Project Managers
Using QuickBooks for Purchase Ledger/Sales Ledger/Payroll/PAYE/VAT returns
Monthly Account Reconciliations/End of Year Accounts
Internet Banking
Updating Databases/Mail Merge

January 1998 – July 2000
Administration Assistant - Eynsham

Assisted the Office Administrator with compiling/updating Databases
Mail Shots
Writing reports for appointments

Armstrong Appointments, 1 High Street, Witney, Oxon, OX28 6HW
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November 1980 – December 1997

Career Break

Raising my family

February 1974 – October 1980

Oxford

Data Entry and Computer Analyst

August 1965 – January 1974

Oxford

General Banking duties/Relief Cashier

EDUCATION

September 1960 – July 1965

Cheney Girls School - Oxford

5 'O' Levels

COURSES

December 2008

Phonak Ltd – Warrington

Receptionist Course for Hearing Centres

1997/1998

Oxford & Swindon College – Oxford

Word/Excel/Access course

1996

Gosford Hill School – Kidlington

Pitmans Word Processing – RSA I, RSA II