

Office Assistant

Part time

Wythenshawe

If you enjoy keeping busy and want to work for a growing company – this role could be perfect for you. You will need strong Admin skills and computer literate, with an ability to hit the ground running. Day to day, the role will involve phoning clients, raising and chasing invoices and liaising with accountants. Strong communication skills are a must with a polite and professional approach.

UA Antia is a growing business and this role will provide any candidate a great opportunity to build a career with strong chances for promotion in the future.

Job Title	Office Assistant
Location	UA Antia (UK) Ltd, The Enterprise Centre, Benchill Road, M22 8LF
Hours	Part time, 16 hours per week
Shift Patterns	Monday and Friday – 8 hours per day. Flexibility to meet demand during busy periods is crucial.
Rate of Pay	Starting salary of £7.50 per hour with increase to £8.45 per hour subject to satisfactory 3 month probation.
Summary Description	<p>UA Antia (UK) Ltd is a Geoenvironmental Consultancy that specialises in Contaminated Land Remediation and Environmental Monitoring.</p> <p>They provide the specification, installation and commissioning of vibration, air, noise and dust monitoring solutions for clients in the contaminated land remediation and construction sectors. UA Antia (UK) Ltd combine years of experience with the best technologies available to deliver cost effective solutions to ensure compliance to environmental standards and satisfy regulatory requirements.</p>
Responsibilities	<p>Working directly under the Managing Director, the Office Assistant will assist in all areas of business administration.</p> <p>General duties will include:</p> <ul style="list-style-type: none"> • Contacting internal and external customers • Liaising with accountant • Updating computer records • Raising and chasing invoices • Other general office admin duties <p>You would be the sole Office Assistant, so having the ability to manage your own workload is essential.</p> <p>The employer is looking for someone to grow and develop within the business.</p>
KEY SKILLS	<ul style="list-style-type: none"> ✓ Strong communication skills with a good telephone manner ✓ Strong admin skills ✓ Able to use a computer and a willingness to learn inhouse programmes ✓ Good organisation skill ✓ Problem solving skills ✓ Enthusiastic and a self-starter

CLOSING DATE: 15th September 2017