

Jane Green

ADMINISTRATOR

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NEW TOWN
NG1 234
0115 9123456
JANE.GREEN@AOL.COM



I am an Administrator with extensive experience of day-to-day office administration tasks and duties. I am well-presented and well-spoken individual, with a professional manner and a cheerful disposition. I am organised and hard-working with the ability to learn new tasks quickly and manage my own time. With excellent written and verbal communication skills, I provide an outstanding level of support to clients and suppliers alike.

WORK HISTORY

Jan 2016 – date

ADMINISTRATOR

Acme Trading Limited

In my role I provide outstanding levels of support to clients and the team within the office. I am a key member of the team dealing with a wide range of tasks supporting my colleagues and clients. I am involved with multiple admin activities and in addition, I manage and collate client data and act as a primary responder for the phone system.

Mar 2013 – Dec 2015

ASSISTANT ADMINISTRATOR

Jones & Wright Limited

This role required that I undertake general day to day office administration tasks and duties including meeting and greeting clients, answering calls and dealing with queries, typing up letters using templates and ensuring inbound post is sorted and distributed in a timely fashion.

June 2009 – Feb 2013

OFFICE JUNIOR

Jim Brown Limited

In this varied role, I provided support to the department, assisting in critical data entry, producing reports and document presentation. This included, for example, checking and amending data in Excel, checking stationery stock levels, taking inbound telephone calls from colleagues and suppliers and use of a bespoke computer system as well as windows based programs.

EDUCATION

Sept 2007 – June 2009

A LEVELS

Hampton Higher Education College

English (B), Maths (B), IT (B), French (C)

Sept 2005 – June 2007

GCSES

Hampton Comprehensive

9 GCSEs including English (B), Maths (B), IT (B), French (C) and German (C)

SKILLS

Specific skills

- Daily user of SAGE, VAT, PAYE and bank reconciliation.
- Book keeping/accounts experience
- Proficient with MS Word + Excel
- Typing speed 45wpm

Personal qualities

- Excellent interpersonal skills
- Professional telephone manner
- Commercially aware
- Good communication & listening skills
- Good problem solver
- Strong attention to detail and a completer finisher
- Positive 'can do' approach
- Cheerful, friendly person

INTERESTS

When I'm not at work, I love taking long walks in the countryside with my beautiful Labrador Retriever or holidaying in Scotland, when I get chance. My husband has narrow boat so we also enjoy taking it out on warmer days for a lazy cruise down the river, sometimes with the grandchildren 'in tow'.

REFERENCES

JILL NORMAN, MANAGING DIRECTOR

Acme Trading Limited

123, The Street
Burton on Sea
Leicester
LE1 234

JAMES SMITH, HR MANAGER

Jones & Wright Limited

456, The Street
Burton on Sea
Leicester
LE1 234

<https://www.indeed.co.uk/Office-Administrator-jobs?advn=5249490275286896&vjk=872614c9377e17c7>

<https://kirklandassociates.co.uk/jobs/castle-donington-leicestershire/administration/office-junior/976>

<https://www.indeed.co.uk/jobs?q=Office%20Administrator&advn=3022103063359623&vjk=b98a414febb4d72d>

Specifically your role will involve:

General day to day office administration tasks and duties

Meeting and greeting

Answering and directing phone calls

Dealing with Client queries

Writing and sending Letters of Authority

Chasing providers for up to date information

Ensuring inbound post is sorted and distributed in a timely fashion