

RECRUITMENT OF OFFICE ASSISTANT

INSTRUCTIONS FOR APPLICANTS

1. Please read the job description and person specification carefully. If you have any questions, please call Mary Carroll 020 8830 6777, or e-mail Mary@campbelltickell.com

2. If you feel that you meet the requirements of the person specification, please send us;
 - (a) A covering letter (see point 3 below);
 - (b) A full CV;
 - (c) Contact details of two referees who know you and can comment on your ability to do the job – where appropriate these should include your present or last employer – and confirmation of whether or not we can contact them now;
 - (d) A note of how many days' sickness absence you have had in the past three years, and the reasons for these;
 - (e) The completed equal opportunities and compliance form.

3. Your covering letter should explain:
 - (a) Why you are interested in this job;
 - (b) How you feel that you meet the person specification;
 - (c) Anything else you feel it would be useful for us to know (e.g. your availability).

4. We prefer to receive your application by e-mail. Please send it to recruitment@campbelltickell.com. If this is not possible, you may post it to: Campbell Tickell (Recruitment), Olympic Offices Centre, 8 Fulton Road, Wembley, Middlesex, HA9 0NU. Alternatively, you may fax it to 020 8450 9777.

5. The deadline for applications is **Friday 29th January 2010**.

7. Further background information about Campbell Tickell is on our website: www.campbelltickell.com.

We look forward to hearing from you!

OFFICE ASSISTANT**JOB DESCRIPTION**

ACCOUNTABLE TO: Practice Manager

1. Main Purpose of Job

- 1.1 To assist the Practice Manager in the smooth running and administration of the office.
- 1.2 To provide assistant to the Directors and Senior Consultants.
- 1.3 To help maintain efficient and effective systems for managing information and records.

2. Key Tasks

- 2.1 To deal with office administration tasks including:
 - 2.1.1 Telephone answering;
 - 2.1.2 Diary management;
 - 2.1.3 Greeting visitors;
 - 2.1.4 Organising mail outs and publicity materials.
- 2.2 To deal with information administration including:
 - 2.2.1 Maintaining project records;
 - 2.2.2 Updating associates database;
 - 2.2.3 Managing electronic and paper-based filing systems;
 - 2.2.4 Maintain database on industry benchmarking;
 - 2.2.5 Update financial records.
- 2.3 To liaise as necessary with a wide range of external contacts including:
 - 2.3.1 Associate consultants;
 - 2.3.2 Clients;
 - 2.3.3 Contractors and suppliers.

- 2.4 To assist with meeting and event planning.
- 2.5 To assist with recruitment applications and registrations.
- 2.6 To assist with consultancy and research projects as required.
- 2.7 To carry out any other appropriate tasks as required by the Practice Manager or Directors.
- 2.8 To undertake all work in accordance with the company's Equality and Diversity Policy, Health and Safety Policy and Procedures, and other relevant policies and procedures.

OFFICE ASSISTANT
PERSON SPECIFICATION

| | <i>Essential Criteria</i> | <i>Desirable Criteria</i> |
|---------------------------------|--|--|
| Knowledge and experience | <ul style="list-style-type: none"> • 'A Level' standard education or equivalent • Experience of working in an office environment • Experience of maintaining information databases • Experience of working in a customer services environment | <ul style="list-style-type: none"> • Knowledge of good practice in Health and Safety |
| Skills and abilities | <ul style="list-style-type: none"> • Solid experience of MS Office applications, in particular Word and Excel • Familiarity with internet applications • Strong word-processing skills (i.e. speed and accuracy) • Good written English, with the ability to express oneself clearly and succinctly • Able to communicate professionally with a diverse range of contacts • Good standard of numeracy • Ability to maintain office administration systems • Ability to prioritise work and meet deadlines • Ability to be proactive and confidence in showing initiative. | <ul style="list-style-type: none"> • Ability to design clear and attractive documents • Ability to take accurate minutes of meetings |
| Approach | <ul style="list-style-type: none"> • Enthusiasm • Willingness to be flexible and adapt to meet changing demands • Commitment to operate within the company's Equality and Diversity Policy | |

| | <i>Essential Criteria</i> | <i>Desirable Criteria</i> |
|--|---|----------------------------------|
| | <ul style="list-style-type: none"> • Commitment to work within the company's Health and Safety Policy framework • Understanding of and commitment to high standards in public service • Understanding of and commitment to the requirements for strict confidentiality • Happy to work as part of a team. • Good sense of fun. | |

OFFICE ASSISTANT

PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Office location

Based at the company office in Wembley, HA9 0NU. Occasional travel may be required (reasonable travel and associated costs will be met).

2. Salary

Basic starting salary £18,000 - £20,000 p.a. depending on experience and pro rata to hours worked (see section 4 below). This will be reviewed on successful completion of the probationary period.

The basic salary will be reviewed annually to take account of (a) the cost of living, and (b) performance over the past year.

If appropriate, a non-consolidated bonus may be payable arising from the annual review, taking account of performance over the past year. This would be separate from the review of basic salary. Award of such a bonus is not guaranteed.

3. Holidays

Annual leave entitlement of 25 days rising to 30 days after 5 years' service, pro rata to hours worked (see section 4 below). Bank Holidays will also be treated as paid leave where these are covered by the postholder's normal agreed hours (see section 4 below).

4. Hours of work

The basic working week is 35 hours. The hours for this post will generally be worked during normal office hours (Monday to Friday, 09:00 to 17.00).

Flexitime by prior arrangement with the Practice Manager (subject to sufficient office cover) may be agreed.

Where additional work is required above the basic working hours in any month, overtime will be payable at an agreed rate, or time off in lieu may be taken on dates agreed with the Practice Manager.

5. Probationary period

The probationary period is six months. In the event of the postholder's performance being judged as satisfactory, their employment will be confirmed.

In the event of performance not achieving a satisfactory standard, the probationary period may be extended by up to a further three months.

6. Pension

There is currently no company pension scheme in operation. This will be reviewed during the next year. However, no prior commitment is made at this time to establish a scheme.

7. No smoking

A no smoking policy operates in the office.

8. Notice period

During the probationary period, the notice period on either side is one week.

After successful completion of the probationary period, there will be one month's notice on either side.

Please note that an offer of employment will be subject to satisfactory references.