



## Administration Assistant

**SALARY** £18,000 pa

**HOURS** Monday to Friday 8:30am – 5:30pm

**LOCATION** Basildon

Due to continued growth we are keen to recruit a smart, methodical and organised Administration Assistant. Someone with a keen eye for detail and excellent customer service skills.

In return you will be working for an organisation that believes in rewarding great people with great things; alongside a competitive salary you will benefit from an exceptional working environment, state of the art technology, free on-site parking, an attractive holiday package, fantastic incentives, plus much more....so who are we?

ADSI are an established yet flourishing group, our core business is to provide end to end solutions across a variety of products ranging from telecommunications to energy.

We are a dynamic, fast paced business and the role of Administration Assistant will require you to work amongst our busy sales team. You will have the opportunity to develop your skills across a variety of administration functions and work with processes renowned for being some of the best in our industry.

You will be joining a well-established team who are perfectly equipped to teach you all that you need to know about the operations side of our business.

You will bring experience of working in administration/customer service or be a graduate looking for a first or second role. You will have excellent written and numerical skills; a minimum of 6 GCSE Grade C or above with at least Grade B in English and Math. Being confident in your own ability is also essential.

The successful candidate should be looking to progress their skills and their salary within the first 12 months of employment after excelling in all aspects of the role as they are introduced.