



## Junior Administration Assistant

**SALARY** £15,000 pa

**HOURS** Monday to Friday 9am – 5:30pm

**LOCATION** Basildon

Due to continued growth we are keen to recruit a smart, methodical and organised Junior Administration Assistant; someone with a keen eye for detail and excellent communication skills. Confident, flexible and an enthusiastic attitude is essential.

We are a dynamic, fast paced business and the role of Junior Administration Assistant will require you to work amongst our busy Sales Operations 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.

### **About you:**

Having recently completed either secondary education or A levels, you're keen to start your career and gain some valuable experience. Your grades demonstrate your ability to apply yourself, work to deadlines and multi-task. You'll have achieved the top 2 grades applicable to secondary education in 5 or more subjects, including Maths and English. You will have excellent keyboard skills and be able to learn new things quickly

### **About us:**

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.

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'll 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 and the opportunity to benefit from big nights out and worldwide incentives.

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.