

Stream Recruitment – Job Description and Person Specification

Job Title:	Apprentice Administrator / Office Junior	Reports to:	Managing Director/ Contracts Team Leader
Based at:	Ten Victoria Street, Bristol	Responsible For:	No employee responsibilities

Job Purpose: Stream Recruitment are an IT recruitment company who source candidates for companies based through the UK and Europe. The Admin Team are responsible for providing a Support Function to the Sales Team which currently numbers 12. This involves the day-to-day running of the office in addition to supporting our contractors who work out on client sites. This role will be reporting to the Office Manager.

Key Responsibilities and Accountabilities:

1. Answering phones, taking messages
2. Reception duties – i.e meet and greet for visitors
3. Dealing with post / deliveries
4. Data-entry (updating C.V's onto databases)
5. Preparing contracts/invoices
6. Ordering stationary etc
7. Updating sales figures, spread-sheets etc
8. Preparing/Collating information for Client tenders

Personal Values/ Attributes:

- Excellent verbal and written communication skills
- Smart, Punctual, Presentable
- Self-Motivated
- Enthusiastic, Energetic, Bubbly personality
- Excellent Computer skills (Office, Outlook, Excel , Word etc)
- Literate and numerate
- Eager to learn