

Advertising Services Ltd

Job Title: Administration Assistant
Department: Admin Department

The responsibilities and duties of the Administration Assistant are as follows:

Database

To maintain and update the relevant pages on the database (training will be given).

To add data to the database.

To identify and highlight errors on the database.

Website Research

It will be necessary to research companies on the internet to build on and improve the database.

General

To provide support as requested in order to meet the demands of the entire company.

To ensure all incoming enquires of all natures, telephone calls, e mails, faxes and visitors are dealt with quickly and efficiently in the appropriate way.

To ensure both the kitchen areas and bathrooms are kept in a clean, functional and safe condition.

To ensure that the office security is maintained at all times, all doors & windows are locked at the end of each day and that the alarm is switched on.