

JOB SUMMARY - BUSINESS SUPPORT ADMINISTRATOR

Curtis Banks are looking for a Business Support Administrator to join our Operations Department within our Bristol office. To maintain administration support to all business activities at a satisfactory level by providing support to management functions.

The work includes rectification of issues on current business activities, process control and assistance with the development of processes and systems, and integration of new activities. You will assist in providing guidance to staff on efficient use of office systems and processes.

The position and duties will include;

- To ensure all processes are consistent, operating correctly and adhering to regulatory requirements
- To assist with the identification and implementation of developments to existing procedures
- To participate in company projects and ensure effective delivery
- To assist in the rectification of issues arising from systems operations, including remedial action
- To assist in the integration of new activities, including acquisitions of new books of business
- To liaise with the Training Officer to ensure associated staff training is provided

Knowledge & Skills;

- The ability to communicate at all levels
- A polite and friendly manner and confident telephone etiquette
- Strong efficiency and punctuality
- A working knowledge of all office systems including SIPP and SSAS Pro, Knowledge Worker and Microsoft software
- Good organisational skills
- Being able to work independently as well as in a team
- The ability to be logical and objective
- Numerical skills and accuracy
- Being able to work under pressure and prioritise
- Having interpersonal skills
- Having good understanding of business environment
- Being self-motivated and proactive
- Demonstrating excellent IT skills

A full job description is available on request.

This is a full time vacancy

Office hours are: 9.00am - 5.30pm Monday to Thursday & 9.00am - 5.00pm Friday (37 hours)

Start date: Immediately

Duration: Permanent

Location: Bristol

All candidates will be asked to confirm their eligibility to work in the UK at interview stage and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to - recruit@curtisbanks.co.uk