

OPERATIONAL SUPPORT ADMINISTRATOR

BRISTOL

2020



The Role

We are a leading provider and administrator of self-invested personal pensions (SIPPs), part of Curtis Banks Ltd, based at Temple Quay, Bristol just a 5 minute walk from the railway station. Our employees are a mix of all ages and there is a vibrant, fun culture that extends outside the workplace.

We offer a fantastic benefits package, including a generous pension scheme, flexible working, study support to help develop your qualifications and early close on Fridays to name but a few. For more details about us visit Curtisbanks.co.uk or find us on LinkedIn and Facebook.

There are a number of administrative activities and tasks which facilitate the smooth running of the office. The Operational Support Administrator will provide general administrative support for fellow colleagues. Core elements of the role will include carrying out all post related duties within the office as well as a wide variety of ad hoc administrative tasks. These tasks will include ordering supplies, liaising with service providers and various client related data entry and administrative tasks. The Operational Support Administrator will also be expected to perform additional ad hoc functions to assist other departments within the office as required.

You will

- Record and handle all incoming and outgoing post duties.
- Generally assist the Office on any other ad hoc areas such as monitoring sundries, refreshments and stationary.
- Scan in all incoming post as well occasional additional ad hoc scanning.
- Paper and electronic filing documents.
- Deal with routine correspondence, by telephone, email and letter
- Complete various administrative tasks for clients SIPP including data entry, producing letters and mail merges.
- Document and filing away all Safe custody of Asset Documents as needed.
- Liaise with suppliers and contractors as required.

Skills and Experience

- The ideal candidate would have sound and proven experience within office administration and proven experience of mailroom activity.
- Experience in working with Microsoft Office, dealing with general daily administration and working to deadlines.
- The candidate will have high level of attention to detail and accuracy and demonstrates the ability to communicate at all levels
- Awareness of how change impacts on individuals and the business and is able to explore the benefits change can bring. Embraces the concept of change and understands the productivity improvements and personal accountability change can bring.

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- Ability to use initiative in routine situations without supervision.
- A polite and friendly manner with confident telephone etiquette.
- Other knowledge, skills and experience will be assessed on joining and gaps will be identified so that suitable training can be given.

Working for Curtis Banks has never been so rewarding...

- Everyone receives a generous salary, 26 days holiday and the opportunity to take part in our fantastic Sharesave Scheme.
- Amazing Pension contributions from the business of 8%
- Benefits scheme that includes discounts from shops, gyms etc.
- Cycle to Work scheme and many more...