

## Administration Assistant - Cambridge Office

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The role represents an exciting opportunity to join a growing boutique financial investment company in the heart of Cambridge. Located at 50/60 Station Road close to the railway station.

The Administration Assistant will be enthusiastic and helpful providing professional office support in all areas of the company reporting to the Senior Administration Manager and the Executive Assistant to the CEO/HR Manager. The firm is committed to excellence in all its activities.

### **Personal Attributes:**

- Exceptional organisational skills, proven ability to prioritise and multi-task effectively.
- Willing and capable of taking responsibility for a range of tasks and keeping team members informed of progress and issues.
- Excellent communication and interpersonal skills
- Patience, tact and discretion – ability to maintain information of a sensitive or confidential nature.
- Intermediate experience using Microsoft Word, Excel, PowerPoint and Outlook
- Ability to work in a team and build relationships with people of all levels both within the organisation and externally.
- A positive proactive attitude with a great sense of service
- Accuracy and an attention to detail with the ability to work independently as well as part of an effective team.
- Strong command of written and spoken English
- Flexibility to move between tasks throughout the day.
- Completes tasks in a timely manner, keeping managers informed of progress.

The position is full-time working 37.5 hours per week and is office based, offering a varied role with scope for development. Appointments will be subject to satisfactory completion of a three-month probationary period. The holiday entitlement is 25 days per annum plus bank holidays. Salary dependent on experience between £24,000 and £26,000.

If you are interested in this role please contact us for a full job description and apply online via our website at <https://www.cantabam.com/careers/administrative-roles/>.

All applicants must possess the legal right to work in the UK.