

Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the Top 20 accountancy firms are currently recruiting for the following position:

Administration Assistant

Reports to:	Office Manager
Job Type:	Permanent
Hours of Work:	Full-time (36.25 per week)
Location:	Inverurie
Salary details:	Competitive
Job Purpose:	Provide administrative and general support to the office including reception and typing duties.

Key Duties and Responsibilities

- Sort and file electronic and hard copy filing.
- Deal with incoming and outgoing mail ensuring that internal and external mail is collected, sorted, distributed, checked for accuracy or despatched appropriately. Including mail/files that arrive from other office on the Van and DX post.
- Maintenance of files.
- Completing paperwork for cheques to be banked.
- Assist local departments with their work as required e.g. photocopying, data processing.
- Bind accounts, reports, tax returns etc. to a professional finish.
- Provide reception cover as required.
- Typing and preparation of documents in line with JC brand requirements and the document layout procedures.

The successful candidate will have excellent communication skills and the ability to liaise with colleagues at all levels. They will be able to work effectively both within a team and on their own initiative with a flexible approach and ability to adapt to changing demands. Attention to detail and exceptional organisational skills are essential.

The successful candidate will be educated to National 5 level or equivalent, which should include English and Maths. An HNC in Administration would be beneficial but is not essential. Candidates should be proficient in MS Word and Excel.

If you are interested in applying for the above position please send your CV with a covering letter to recruitment@jcca.co.uk by the **closing date**.

Date advert posted: 6th September 2018