

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

Job Type: Permanent

Hours of Work: Part time Monday and Friday (8.45am -5pm)

Location: Fraserburgh

Salary details: Competitive

Job Purpose: We have an excellent opportunity available in our Fraserburgh office for a dedicated and conscientious individual to join our busy team.

The successful candidate will be responsible for providing administrative support, reception and general office duties.

The successful candidate will have a methodical approach and flexible attitude to your work as well as excellent organisation and communication skills. A pleasant telephone manner is essential, as you will have frequent contact with clients and third parties.

In addition, the successful candidate will be familiar with Microsoft Office packages however training will be provided.

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

Date advert posted: 13th July 2018