



DESK ADMINISTRATOR

London

We are looking for a Desk Administrator to support a team of Technical Recruiters. Main duties are listed below but the candidate must be able to vary their working patterns to suit the dynamic and fast pace sales floor. If you would like to discuss this position in further detail please be in touch.

This calls for someone who is smart and very proactive. The role will see the successful candidate;

- advertising board management
- building short lists and sorting data
- diary management
- cold and warm calling of clients
- taking notes and set specifications
- sourcing relevant information for clients
- arranging introductory meetings and phone calls between stake holders

Our Preferred Requirements:

Technical skills

- Computer literate including full Microsoft Office suite
- The ability to touch type is preferred

Communication skills

- Strong written/spoken English skills
- Clear and confident phone manner

Personal qualities

- Hard working, focused and goal oriented
- Proactive and a quick thinker
- Collaborative / team player
- Punctual with excellent time management skills
- A high achiever
- Have a natural inclination to self-learn
- Fun with a good sense of humour, while maintain a professional approach to work

An interest in finance and banking would be beneficial as well as an interest in technology.

WHY WORK FOR NJF?

NJF provide an environment that allows you to work to your best ability. Aside the fancy fridge full of drinks, ping pong table, massage chair and 'Pantry desk' NJF pride themselves on incentives that will motivate you throughout your career. NJF allow all staff, no matter how junior, to participate in all incentives, to name a few...

- Lunch Club; for staff to dine out at some of London's finest restaurants
 - Holiday Club; enjoy a luxury holiday with your team paid for by NJF
 - Business Trips; target based incentives for the more Junior members to join Senior Associates on global business trips to build experience, confidence and market knowledge
 - Birthday half day
 - A monthly 'Rolex Target'
 - Commission structures also available to Researchers
- ...and many more

NJF steer away from 'classroom' type training and base your success on being with a group of experienced and well ego balanced team. You will receive hands on, practical training to enable you to work towards being an Associate. If you are looking to start your career now please apply or call me to discuss the position further.