



Job Opportunities

Support Services Administration Assistant

A vacancy has arisen within Support Services

Main Duties

- Assist in providing administration to Support Services
- General duties to include document scanning and file maintenance
- Assist in visa and work permit applications
- Assist with imports/exports paperwork

Applicants should be computer literate with a good knowledge of Microsoft Office, be able to demonstrate they have sufficient experience to carry out the above tasks and in particular be an organised individual. It is essential the applicant has a confident personality.

Applications to steve.mcaulay@smd.co.uk

Closing Date Friday 12th March