

Mailroom & Office Administration Apprenticeship commencing Spring/Summer 2019

The job involves:

- Setting up and laser-printing bulk letter runs
- Assisting fulfilment staff in the mailroom (using mailing machines to insert letters into envelopes)
- Invoicing using Microsoft Excel
- Answering external telephone calls and directing them around the company
- Scanning and filing of job documents
- Datacapture (creation of computerised mailing lists from paper records by manual data entry)
- Other general office admin

No experience is necessary and training for all tasks will be provided, but you should be willing to have a go at any task required, have excellent attention to detail, be able to communicate in a professional manner in the office and on the phone, and be able to work under pressure during busy periods.

Who are we? BBS is a small and friendly, owner-managed, mailing house based in Farndon, 10 miles south of Chester. We send out marketing mailings for a wide range of customers, including retailers and theatres. We also write postal sortation software, which we both use in-house and sell to third parties.

Office hours are 9am-5pm Monday to Friday, with one hour's unpaid lunch break. You will be entitled to 28 days' paid holiday per annum and you can opt-in to a workplace pension scheme to which the employer will also contribute. Salary negotiable.

Please submit your CV by to:

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or email tonia@bbsltd.co.uk

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