



Administrator

Salary £24,000 to £26,000 per annum depending on skills and experience

Plus £7.5% company pension contribution

A travel allowance which has a minimum value of £2,500 per annum

The option to split your working week between working from home and in the London office

Discretionary Bonus

We have an opportunity for an experienced Administrator to join our Customer Support team, which prides itself in giving excellent customer service.

You will play a key role in answering incoming queries and requests, and this role is suitable for someone with strong office-based Customer Service and Administration experience who enjoys a client-facing role. We are based in the 'Walkie Talkie' building in the City of London.

You will be:

- ✓ dealing with enquiries and requests from customer, members and internal staff, by telephone and email
- ✓ processing orders and application forms
- ✓ updating records to ensure the data we hold is accurate
- ✓ after training there will be the opportunity to manage some key clients
- ✓ working 9.30am – 5.30pm Monday to Friday (and may occasionally on a rota be asked to work 8.30am to 4.30pm)

You will need to have the following skills and experience which you may have gained through voluntary activities or paid employment:

- Experience of working in administration in an office environment
- A minimum of GCSE grades A-C / 5-9 in English and Maths
- Good IT computer skills – Word and Excel
- Excellent planning and organising skills
- Excellent attention to detail, accuracy in your work and able to work to deadlines
- Strong verbal and written communication skills, and a team player

We would be interested in candidates who are available for a 3 January 2023 start.

Please also let us know in your application if you speak to second language.

We offer a competitive remuneration package, which includes:

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- A Wellness Allowance of up to £30 a month
- 26 days leave per annum (which includes three days at Christmas)
- A travel allowance after passing probation which has a minimum value of £2,500 per annum
- The option to split your working week between working from home and in the London office after passing probation
- After one year's service, private medical insurance cover, and annual travel insurance cover

Please send your CV, salary expectation and availability to Karen Dalton, Assistant Director, HR at jobs@cisi.org

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.

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