

# Administrator

## City of London

Salary: £20k to £22k per annum depending on experience  
Plus £7.5% company pension contribution  
And after one year, we pay for your season ticket  
(Worth between £1,350pa and £3,663pa)  
Discretionary Bonus Scheme

We have a vacancy for an experienced Administrator to join our Customer Support team. You must be a self-starter with excellent communication skills and attention to detail.

You will be:

- ✓ processing orders and application forms
- ✓ dealing with enquiries and requests from customer, members and internal staff
- ✓ updating records to ensure the data we hold is accurate
- ✓ supporting the team

You will have:

- Experience of working in administration in an office environment
- A minimum of GCSE grades A-C 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 an immediate start.

### **We offer a competitive remuneration package, which includes:**

- 7½% company contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- A sports club subsidy
- 26 days' leave per annum (which includes three days at Christmas)
- After one year's service, private medical insurance cover, annual travel insurance cover and a paid annual travel ticket, which is worth between £1,350pa and £3,663pa depending on where you live and the cost of your ticket

**Please send your CV to Karen Dalton, Assistant Director, HR at [Recruitment@cisi.org](mailto:Recruitment@cisi.org)**

For more information on the CISI, please see our website at [www.cisi.org](http://www.cisi.org)

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