

Administrator

City of London

Salary c.£20k per annum depending on experience
Pension contribution of 7.5% (up to £1,500 per annum)
Paid travel ticket after one year's service, worth up to £3,663 per annum

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

You will be:

- Processing membership application forms and membership subscription payments
- Answering queries from members and prospective members
- Ensuring the data we hold is accurate

You will ideally have:

- Three years relevant administration experience
- Good IT computer skills – Word and Excel
- Excellent planning and organising skills
- Excellent attention to detail and accuracy in your work
- The ability to demonstrate a willingness to learn, enthusiasm and be 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

For more information on the CISI, please see our website at www.cisi.org

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