



Graduate Trainee Administrator

City of London

Starting salary £22,000 per annum plus a range of benefits

After a one year training programme your salary will increase to £25,000 per annum

Plus paid annual travel ticket, worth between £1,350 and £3,663 per annum

Are you a recent graduate looking for a career in business?

We are looking for two enthusiastic graduates, with a good degree, to join our one-year training programme, which combines on the job training, with taking a number of the CISI's industry qualifications.

This is a permanent job, where you will start to develop your skills and experience, by joining our Customer Support Centre. After there will be the opportunity to further your skills which may include project work and gaining experience in other departments within our organisation.

You must be a self-starter with:

- ✓ Excellent communication and interpersonal skills as trainees will communicate at all levels, often speaking with clients over the phone and in person, and working with colleagues
- ✓ A strong degree (a minimum of 2:2) and GCSE English and Mathematics, grade A-C
- ✓ IT skills, including a good working knowledge of Excel and Word
- ✓ Good attention to detail and accuracy in your work

We are looking for graduates who are:

- ✓ Highly motivated, adaptable and able to demonstrate a willingness to learn
- ✓ Self-assured, enthusiastic and a team player
- ✓ Able to demonstrate a track record of achievements, be it academic, sporting, personal or work related
- ✓ Some previous work experience in a professional, office or customer service environment would be an advantage

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 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 annual ticket

Please send your CV, which must state your degree grade, year of graduation and GCSE results, 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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