



Trainee Administrator (with A Levels)

City of London

£10,000 per annum, increasing to £17,000 per annum after one year

Plus £7.5% company pension contribution

And after one year, we pay for your season ticket

(Worth between £1,350pa and £3,663pa)

We are looking for a Trainee Administrator to join our busy Customer Support team. You must have good A level grades and be willing to learn, as well as flexible and adaptable.

You will also need to have strong verbal communication skills, as you will be communicating at all levels, speaking with clients, members and internal staff.

Please note, this programme is not suitable for University graduates.

Your role will be varied and you could be:

- ✓ processing orders and application forms
- ✓ answering customer queries
- ✓ updating records on our IT systems

In addition, you will be required to take a number of the CISI's industry qualifications, as this is an important part of the programme we are offering.

You must have:

- ✓ A minimum of five GCSEs at grades A-C, including English and Mathematics
- ✓ A minimum of two A Levels, ideally one grade A and one grade A-C (or predicted grades)
- ✓ Good IT skills, including Excel and Word
- ✓ Good attention to detail and accuracy in your work
- ✓ Good written and spoken English, including spelling and grammar
- ✓ Excellent interpersonal skills

Previous work experience, ideally in an office environment would be an advantage, but it is not essential.

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 email your CV, which MUST include your full academic history including the grades you achieved / are predicted and covering letter 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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