

Administration Assistant (Gap Year Placement).

Duration : Temporary (target of approx. 1 year June to June). Full, but Part Time considered.

Reports to : Managing Director.

Date : June 2019

Hours : Normal office hours - 9am to 5.30pm (with some flexibility at outset).

Salary : £17,000/pa. Pro rata part time.

Location Dorking (central)

About AKG

AKG is a small independent organisation, which has specialised in the provision of assessment, ratings, information and market assistance to the financial services industry for some 25 years.

In particular, since its creation, AKG has focused on the financial strength requirements of financial advisers, who when acting on behalf of their clients, need to ascertain a company's ability to deliver sustained operational provision.

This core proposition is then complemented by a range of consultancy options for product providers, intermediaries and other distribution mechanisms, both within defined ongoing relationships and in specific projects.

www.akg.co.uk

What role must be performed?

The jobholder will be a member of a small team. The onus is very much on flexibility, reliability and personality. There is a need for both initiative and intuition.

What are the tasks to be done?

A combination of the following, to be finalised in combination with other support staff:

- 1) To assist in providing general administration support (e.g. telephone answering, typing reports, meeting arrangement, general and research filing, etc.) as required.
- 2) To assist with website management and some related social media management
- 3) To assist with the regular contacts with all the companies covered by AKG reports.
- 4) To assist with regularly checking and collating factual information
- 5) To assist in making this information known to appropriate AKG personnel.
- 6) To assist in keeping the various records up to date.
- 7) To assist in the output/production of reports.
- 8) The jobholder is also expected to assist in other functions relating to specific AKG projects, as required.

Individual skills/experience required or of benefit

- Comfortable with using the computer and key software packages (e.g. Microsoft Office Excel/Word).
- Good communication skills.
- Confident and able to handle people well on the telephone – tenacious at obtaining information but polite.
- Reliable and well organised.
- Ability to work independently as well as part of a team.
- Prepared to be flexible.