



<http://stafftube.com/profile.asp?sid=qgazva-qjrata-iujw-eidmbm-dktv&isid=keaw-akvu-dzit-kztyot-jtmk>

Location:

United Kingdom, London, london

Admin,assistant,customer/client service



We are a small london based financial services company and have recently won a number of major new contracts, this means we need expand our small pool of staff x 6, the new posts involves administration of clients personal and or business paper work.

this means sending legal financial related documents to new and existing clients, although no experience is needed attention to detail is important.

the ability to do clerical work and coordination will be useful, along with a good basic command of computers, use of data base and excel required also.

starting pay is £9 an hour, £12 for experienced individuals.

to apply fax us your CV and a covering letter on, 08720233022.

we can only contact successful applicants.closing date for applications is 15th march.

Candace finance