



PA to the Director of IT/Project Administrator

Working with Director of Group Information Systems and IT Contracts Manager, you will be comfortable working in a fast moving environment liaising with internal and external customers – discretion, confidentiality and professionalism are essential. Your responsibilities will include diary management, secretarial support, and assisting with starter inductions.

The successful candidate will have previous PA and office management experience. You must have excellent telephone skills and be competent in the use of Microsoft Office packages in particular Outlook, Word and Excel.

If you would like to apply for this post, complete an application form and send along with your CV and current salary details in confidence to;

Contact: Martina Lutnerova, PA to Director of IT
Address: Fleet House, Lee Circle, Leicester, LE1 3QQ
Tel: 0116 256 72 11
Email: martina.lutnerova@bssgroup.com
Closing date: 22 May 2008