Steve Manion Effective Training Limited

Job Description: Office Administrator:

9th August 2016

* Maintain HMRC and payroll records
* Open and sort mail
* Filing
* Maintain stationery supplies
* Answering telephone
* Typing
* Managing diaries
* Maintain the company website and reporting website statistics
* Preparing expense claims
* Preparing financial reports
* Managing rental properties
* Any other task the director may deem necessary for the efficient running of the business