



We are looking for a new colleague to join in the fun!

This is a full time customer service & administrative role in a busy people consultancy. We work with clients and candidates to find the best solutions to their people and business challenges. In this role you will work from home and be given all the equipment and training you need.

We need a person who is: |

- the IT world's equivalent of Mrs Hinch or Mr Muscle! Someone with great communication skills who's able to keep a clean and tidy administrative house.
- not scared to pick up the phone in response to enquiries. This is NOT a cold calling sales role, it's about keeping in touch with people and building relationships.
- a passion for getting on with people and going the extra mile.

The job would suit someone who:

- wishes to return to work after a career break.
- wants a new challenge after finishing their education or has returned from a gap year.
- wants a more stimulating time at work with a friendly, supportive team.
- Is occasionally able to attend meetings in Haywards Heath but is happy to work from home.

We always develop our people. In fact, we believe that we never stop learning.

You will have the opportunity to gain a qualification if that is what keeps you smiling too.



We are looking for the following qualities and behaviours. You'll be:

- energetic and socially confident!
- customer-oriented and customer focused.
- able to cope well with interruptions and changes of priorities.
- open to learning new ways of working and be curious to use new technology.
- self-aware.
- reliable, accurate and conscientious.
- accountable for your work output; not blaming others for any mistakes.
- discreet and tactful.
- resilient and able to bounce back.
- true to your word.

We are looking for candidates with these skills:

Technical: We need you to be tech savvy: knowledge of MS Office/ Zoom/ filing systems / databases is key.

Communication: You'll need a confident telephone manner, have clear diction, the ability to ask questions and an ability to switch from being formal to informal, as appropriate.

Relationship building: You'll need to be comfortable talking to colleagues, clients and candidates, with a good balance of professionalism and humour.

Accuracy: Having attention to detail and double-checking things is key to the success of our business. You must be able to follow admin processes and procedures closely.

Research skills: Ability to be a super sleuth (to search out individual or company information) is essential.

If you can imagine yourself in this role, please take a look at our website to find out a bit more about what we do www.cullenscholefield.com. Then, if you've not been put off, drop my assistant, Annabelle, an email at confidential@cullenscholefield.com, with a short CV and your contact details. Please ask any other questions you might have. We will chat to you informally as soon as possible, before holding interviews on 22nd September and the decision will be made that day. Times will be arranged to suit you. Thank you for your interest.

