

Job Description

Date	24.2.09
Category	Business Administration Trainee
Location	Hawthorne Avenue – HU3
Job Description	Working in a small busy office undertaking general office duties such as filing, faxing and photocopying. Also assisting with sales and marketing, helping to prepare mail shots and to make follow up calls,
Skills required	Reliable, confident, good telephone manner. Must be computer literate.
Reference	SF02