

## Job Description

<b>Date</b>	24.2.09
<b>Category</b>	Business Admin Trainee
<b>Location</b>	City centre – HU2
<b>Job Description</b>	<p>Assisting with general administrative duties such as filing, postal duties etc Also assisting the HR Manager with duties such as sending out application packs, sending reference letters and other related duties.</p> <p>This role involves dealing with confidential information. It would suit someone who may ultimately be interested in a career in HR and wants to progress.</p>
<b>Skills required</b>	A good standard of education, computer literate, good communication and organisational skills. The maturity to deal with confidential information.
<b>Reference</b>	SF03