



AXA

«Administration Assistant»

### Contact information

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Contact name AXA  
Contact phone 020 3206 8300  
Location England, East of England, Essex, Chelmsford

### Job details

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Salary by agreement  
Job type Permanent

### Requirements

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Education:  
5 GCSE's including Maths and English at grade C or above 2 A Levels desirable  
Skills:  
Problem Solving Self Motivated Excellent communication skills Good organisational skills to ensure that company processes and procedures are put in place Achieving results Communicating, influencing and relationship building Forward planning Team Working Customer Service  
Experience:  
Experience of working in a customer service environment desirable

### Job responsibilities

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Making effective day-to-day decisions so that work is completed efficiently. Balancing intermediary needs with organisational objectives in order to deliver business success and profitable growth. To make a positive input into the teams' effectiveness, suggesting ways in which work systems and processes can be improved. To work flexibly in a team, assisting colleagues wherever pressure is greatest so that overall team performance is enhanced. To work with other members of the team so that personal competency and ability to achieve objectives is continuously improved.

This job is posted on the employment service «[www.jobgear.co.uk](http://www.jobgear.co.uk)»