



## **Ancora Solutions Administration Manager**

(Maternity Cover)

Ancora Solutions require an experienced **Administration Manager** to join their team, initially for maternity cover, but with the possibility of a permanent position.

You will be responsible for ongoing administration within the division.

You must be able to communicate effectively with clients at all levels as well as providing an excellent representation of our company and the services that we supply.

You will have good organisational skills and be able to work under pressure.

Some IT knowledge and use of Microsoft Office is essential.

Applications with CV's should be emailed to Richard Clement, [richard.clement@ancorasolutions.co.uk](mailto:richard.clement@ancorasolutions.co.uk) , outlining why you think you would be suitable for this position.

Hours are Monday to Friday, 8.30 a.m. to 5.30 p.m.

Closing date is Friday 17th February 2012.

Thank you.