

Up Moving On

Supporting East Sussex residents, living in supported and temporary accommodation, to secure an apprenticeship or employment, and permanent housing.

Employer: Zel Electrical Ltd

Location: Bexhill, East Sussex

Hours: Monday - Friday, 8.00am - 5.00pm (35 hours per week)

1-hour lunch from 12.30pm - 1.30pm

What is the job?

Zel Electrical Ltd is a commercial Electrics company based in Bexhill that covers a 30-mile radius. They've built a strong reputation for quality and service in Sussex and Kent, with a full range of design, installation, and maintenance of electrical services to homes, and a wide range of businesses, as well as the public sector.

Zel electrical is a small business with plenty of opportunities to work with and learn from managers, estimators and other assistants. They are passionate about the high-quality finishes they produce and their relationships with hundreds of contractors.

Your duties include, but not be limited to:

- Answering the telephone
- General filing and keeping the office tidy
- Ordering stationary and taking stock check
- Booking in and logging new tenders
- Printing drawings
- Typing e-mails
- Monitoring the general admin e-mail
- Making business development calls to prospective customers

Role: Admin Assistant - Level 3 Business Admin (2 years)

Salary: £12,000 per annum





What skills do I need? The top 3 skills for this post are:

1. You are able to follow instructions carefully
2. You are self-motivated and willing to try new things
3. You are good at organising and keeping things tidy and in order

What attributes or other qualities do I need? Top 3 attributes for this post are:

1. You are polite and well mannered
2. You enjoy working in a busy, office environment
3. You are committed to your own personal development and training

What experience do I need?

- GCSE's Grades 4/C (or equivalent) in Maths and English are desirable
- Knowledge of Microsoft Office packages e.g. Word, PowerPoint, Excel, and Outlook is desirable
- Experience of working in an office environment would be an advantage

What Else does the job offer?

- Training provided by East Sussex College Group including Diploma in Functional Skills, if required.
- Own clothes, casual dress in the office

Closing date: 31st May 2022

Additional information:

Company website: [Zel Electrical - Electrician - Rye, England \(zel-electrical.com\)](http://zel-electrical.com)

To find out more about this post and the extra support offered to help you apply, including how to access bursary payments on the Moving On Up programme, please email:

movingonup@sussexcommunity.org.uk Please note that referrals must be made by a support worker or other professional who supports you.

Moving on Up has been funded via Covid Outbreak Management Fund and is overseen by ESCC in partnership with

