

Client Service Administrator	
<p>About us David Owen is a leading independent firm of Chartered Accountants. With offices in both Devizes and Marlborough, we invest heavily in staff training and development, offer regular 1:1s and reviews for support and guidance and a client referral bonus scheme.</p>	
<p>About our team We choose our team on attitude and skills. We believe when you are working with people with great attitude anything is possible. We are a close-knit team who want the best for each other and our clients.</p>	
Location	Marlborough - though flexibility to work across both Devizes and Marlborough offices required.
Salary	TBC depending on experience
Hours	08.30 – 17.00 Monday to Friday (1 x full time role) OR 08.30 -13.00 or 12.30-17.00 Monday to Friday (2 x part time roles)
About you	<p>We would love to meet you if you can demonstrate:</p> <p>Working together:</p> <ul style="list-style-type: none"> • Working collaboratively in a team <p>Working with clients:</p> <ul style="list-style-type: none"> • Providing great customer service • A professional, respectful and friendly manner <p>Driving results:</p> <ul style="list-style-type: none"> • Taking ownership and responsibility for making things happen on time and with a high level of attention to detail • Finding solutions to challenges • Managing and prioritising own workload <p>Being your best:</p> <ul style="list-style-type: none"> • Commitment to developing yourself and embracing feedback and opportunities to learn • Willingness to go the extra mile
About your role	<p>You will be the first impression for our clients and will ensure the very highest level of customer service and administration. Key responsibilities include:</p> <ul style="list-style-type: none"> • Answering telephone calls promptly and in a professional manner. Taking messages accurately, thoroughly and ensuring they are passed on. • Greeting clients and providing a professional but warm and friendly reception

	<ul style="list-style-type: none"> • Building ongoing relationships and rapport with our clients • Ensuring our offices are welcoming and well-maintained at all times • Preparing and sending client communication to the highest standard • Providing general admin support
Experience	<ul style="list-style-type: none"> • Previous experience in a Receptionist/Administration/Client-facing role essential • Experience of working in a professional environment preferred • Microsoft Word and Excel • Good organisational skills
Minimum education	Minimum GCSE Maths and English Grade B (or equivalent)
To apply	<p>Please send CV via email to jstone@davidowen.co.uk or via post to Julie Stone, Marketing Manager, David Owen Chartered Accountants, 17, The Market Place, Devizes, Wiltshire, SN10 1HT</p> <p>Initial interviews will be competency based. You may also be asked to complete written/online tests.</p>