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| TYPE OF VACANCY | MA Business Admin Level 2 | COMPANY NAME | Barns Medical Centre |
| TYPE OF BUSINESS | Doctors Surgery | ADDRESS | Dalblair Road Ayr |
| HOURS OF WORK | Monday-Friday 10-4p.m. | POSTCODE | KA7 1UL |
| Age Group | 16-24 years old | TELEPHONE No. | 01292 290029 |
| No. OF VACANCIES | 1 | CONTACT | Sandra Jamieson |

JOB DESCRIPTION & OTHER RELEVANT INFORMATION

Answering the phone, processing mail, preparing files, updating information, filing, sending emails, and inputting information onto computer with a high degree of accuracy, making appointments, dealing with general enquiries,

You will be computer literate, used to working with Microsoft packages, word, excel and outlook. Candidates will need to have excellent timekeeping and attendance, have a good telephone manner, pay attention to detail, be a good communicator and have a good work ethic.

Application forms available from the address or email address below or call 290029.

Apprentice pay is dependent on age and experience.

**Application forms to
Sandra Jamieson
56 Churchill Tower
Ayr KA7 1JT
01292-290029
sandra@rtresources.co.uk**



RT RESOURCES LTD

**56 Churchill Tower
Ayr
KA7 1JT**

**Tel: 01292 290029
info@rtresources.co.uk**

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|-------------------------|-----------------------------|----------------------|--------------------|
| TYPE OF VACANCY | MA Business Admin Level 2 | COMPANY NAME | Bell Ingram |
| TYPE OF BUSINESS | Land & Estate Agent | ADDRESS | 39 Sandgate Ayr |
| HOURS OF WORK | Monday-Friday 9.00-5.00p.m. | POSTCODE | KA7 1BE |
| Age Group | 16-24 years old | TELEPHONE No. | 01292 290029 |
| No. OF VACANCIES | 1 | CONTACT | Sandra Jamieson |

JOB DESCRIPTION & OTHER RELEVANT INFORMATION

Answering the phone, processing mail, preparing files, updating information, filing, sending emails, and inputting information onto computer with a high degree of accuracy
You will be computer literate, used to working with Microsoft packages, word, excel, Power Point and outlook. Some knowledge of digital mapping skills would be advantageous. Candidates will need to have excellent timekeeping and attendance, have a good telephone manner, be a good communicator and have a good work ethic.
Application forms available from the address or email address below or call 290029.

Apprentice pay is dependent on age and experience.

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