

Role:	<b>Client Journey Summer Assistant</b>
Number of colleagues in this role:	<b>1</b>
Responsible to:	<b>Client Journey Director</b>
Location:	<b>Stirling area</b>

## Role purpose

To provide an accurate and speedy administrative support to ROBERTSON (Robertson Training) and so contribute to our main areas of growth; in-company training and partnering ambitious organisations.

## Background

At ROBERTSON we help our clients meet and exceed their objectives with great people performance products. What drives us is our desire to make a positive difference in people's lives and our beliefs that:

1. When people are engaged they will do great things
2. We value simple, creative and enjoyable and that should be in everything we do
3. By applying more elements of great global people practice than others we will always have a competitive edge
4. Client return on investment and expectation is central to our value-add.

This means our solutions are creative, engaging and result in consistently delighted customers. Repeat business is 94% and clients are now coming from marketing activity as well as referral.

## Main duties

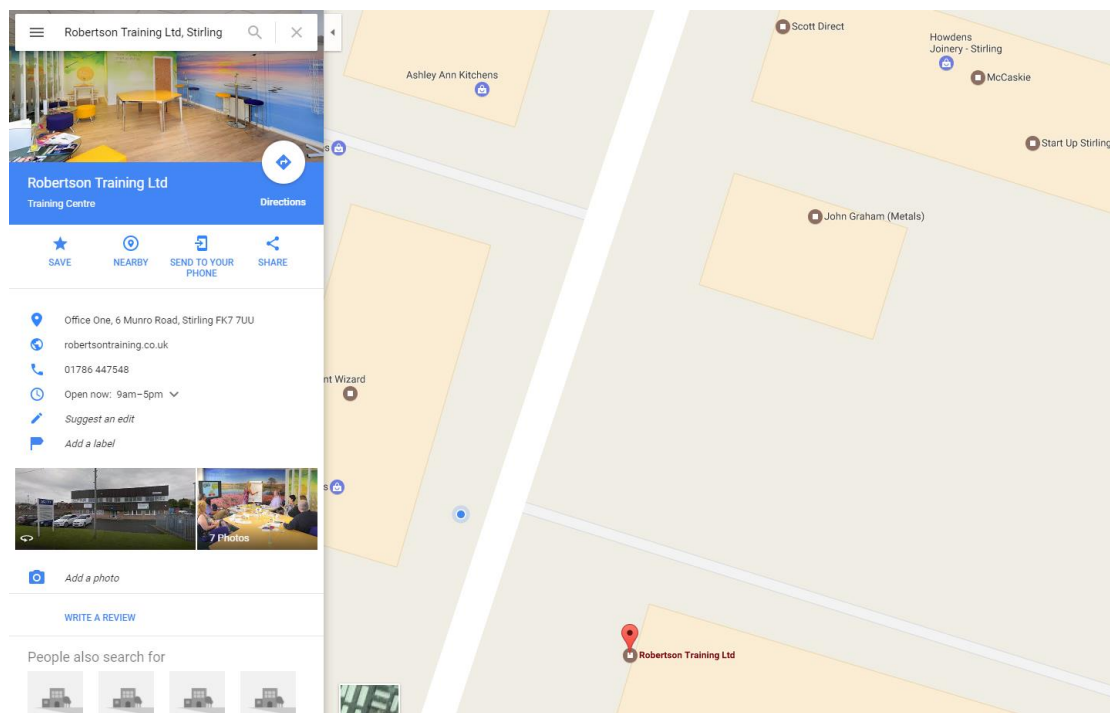
1	Converts our current Robertson Training branded MS Word and PowerPoint files in to our new ROBERTSON branding.	60%
2	Provides an accurate and speedy administrative service including preparing materials such as typing, printing, laminating and spiral binding and preparing feedback reports.	30%
3	Follows office procedures for regular activities such as office opening, closing, computer back-ups, cleaning as necessary.	5%
4	Shreds, files and general office tidying up.	5%
		100%

## Required skills for the role

- Confidence
- Attention to detail such as adding numbers and calculating averages
- Good time management
- Basic skills in Microsoft Word and PowerPoint
- Ability to work independently on small jobs

## Operational details

- Working days Tuesday, Wednesday, Thursday
- Working hours 09:00 – 05:00pm
- Must be under 18 and have a National Insurance number
- £100.00 each week paid by BACS
- Start date Tuesday 4 July
- End date Thursday 17 August
- Office address is Office One, 6 Munro Road, Springkerse, Stirling, FK7 7UU
- Must arrange own transport to and from work



End