



Recruitment

Tel: 01923 835 900

email: info@embrecruitment.com

www.embrecruitment.com

A SELECTION OF CANDIDATES SEEKING PERMANENT EMPLOYMENT

PA Secretary/Office Manager

Lives in South Harrow - £25,000

60wpm typing, Word, Excel & PowerPoint, 7 years in present company, working for MD + FD

IT Sales Executive

Lives in Reading - car owner - £30,000

Graduate - 2:1 Business Administration, working on new business opportunities in mediums sized companies in South of England. Good knowledge of market trends and emerging markets within the sector (Disk, Tape + Networking solutions)

Accounts Assistant/Purchase Ledger Clerk

Lives in Northwood - car owner - £19,000

10 years experience gained in one company. Conversant with purchase ledger, cash book, bank reconciliations, multi currency payments. Excel, Word, Pegasus Opera, & Sage

Sales Administrator

Lives in St Albans - car owner - £16,500

4 years in current position. Responsible for opening new client contracts. Purchasing office equipment. Booking accommodation for senior management & travel arrangements for the sales force. . Telesales. Design & maintenance of spreadsheets. Strong computer skills

Warehouse

Lives in Cricklewood - £14,000

Fork Lift truck licences on Electric Reach, LPG Counterbalance and Bendi Trucks. 3 years employment with one company

Part Time Legal Secretary

Lives in Northwood - car owner £10,000

Available 9am-3pm Monday - Friday. Experience encompasses Commercial Property, Shipping litigation, Commercial Litigation, Intellectual Property, Conveyancing, Trust & Probate. Shorthand, 80wpm, audio & copy typing 75wpm

If you would like further information on these, or any other candidates, please contact

Estelle Benveniste - 01923 835 900