

Professional

'An exceptional
office manager

Rapidly assimilated
individual, I realised
only hit the ground
point of contact
persona, engaged

Core Skills

- Expert
- Digital
- Reception
- Diary
- Meticulous

Career

Oct 2016

Undertaking
public sector

Key Responsibilities

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Fully editable Word
version included in the
Pro Job Hunter Pack

[Get the Pro Pack](#)

Land your perfect job quickly

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ly productive
skills to not
ing as first
elpful

Records
assembling
omacy
& Oasis

and private and
responsibilities.

filed and
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update critical

doctors.
tings, minute

ccount.
or to printing.
to shortlisting and

plies as necessary.
ing backlogs of filing.

in meeting their
onal bodies.

roach face-to face and
ssionals. Completed,
for under 18s.

(**Faciliary**)

siting clients at home

across the Borough
disabled people to

Responsibilities

- Created, up
- Responded t
- Transcribed
- Updating no
- between sta
- Performing
- Offering co
- Administer
- Preparing
- Liaising wi
- Spot-check

Feb 2014 – F

Provided admin
House for the

Key Respons

- Performe
- Maintain
- Devised
- Collated

Apr 2012 –

Apr 2013

Nov 2012

Oct 2012

Aug 2012

Apr 2012

Oct 2013

Dec 2013

Nov 2013

Oct 2013

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