

Vacancy

Business Support Assistant



Salary for the post will commence at £10,176 per annum (£848 per month)



Solomon & Company (St Helena) Plc has a vacancy within the Auto Shop Department for a Business Support Assistant.

As Business Support Assistant you will be responsible for providing excellent frontline customer service for the Auto Shop and Transport business, including customer aftercare for services provided, as well as administrative support to the Auto Shop & Transport Manager and the Deputy Auto Shop & Transport Supervisor in the effective operation of the businesses.

Interested Persons Should:

- Have Maths & English at Grade C or above, or equivalent
- Be customer focused and have excellent frontline customer services skills
- Possess ICT competency, namely in the use of Microsoft Applications and ideally SAGE and Access Dimensions
- Have experience performing administrative duties
- Have cash handling experience
- Possess excellent interpersonal & communication skills
- Be analytical and have a high degree of accuracy and attention to detail
- Be target driven and committed to service excellence
- Be able to work independently and use own initiative
- Have the ability to multitask, organise workload and meet tight deadlines
- Have a clean, valid driver's license in classes A & C

For further information, including the Company's attractive benefits package contact:

Denis Rainbow, Auto Shop & Transport Manager via  22638  autoshop@solomons.co.sh

Application forms may be collected from Solomons Main Office Reception, Jamestown or alternatively an electronic copy can be requested via HRAdmin@solomons.co.sh and completed forms should be returned to Anya Thomas, Human Resources Organisation & Development Officer, Solomons Main Office, Jamestown by 05 September 2024.

Solomon & Company (St Helena) Plc offers an attractive benefits package to Employees which includes but are not limited to:

- ◆ Pension Contributions
- ◆ Attractive Leave Packages including annual leave, sickness absence leave, maternity/parental leave
- ◆ Staff Discounts