

Join The Family

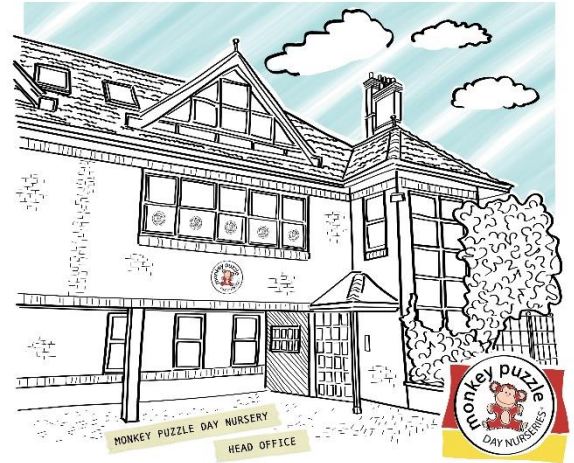


Kickstart Scheme Application ID: KS27D83D76

Monkey Puzzle Day Nurseries

Trainee Administration Assistant:

- Occasional travel to nurseries with a member of the staff team.
- Setting up meetings, posting letters, typing documents and answering Head Office phonecalls as well as responding to emails.
- Ongoing learning of Monday.com.
- Liasing with nurseries and use IT systems to identify franchisee anniversaries and arranging celebrations.



Benefits:

- Regular 1:1's to discuss progress/any areas of development.
- Training across various topics including Microsoft Outlook, Word, Excel, Powerpoint and Sharepoint.
- Discussions on future career aspirations and action plan what we will implement to achieve that.
- Relevant training where required.
- CV writing and interview tips, along with mock interviews.

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