

LEVEL LIVING



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an easy access lifestyle**

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SCHOOLING
Building Contractor Ltd

DESIGN • BUILD • REPAIR • REFURBISH
MAINTAIN • QUALIFIED • ACCREDITED



Est 1980

Unit 4 Helmore Business Units, Exeter Street, Teignmouth.

TQ14 8JW. Tel:01626 778225

email: schooling@btconnect.com www.schooling-build.co.uk

October 2018

Thankyou for your interest with regards to our vacancy of Office and Accounts Assistant. Please find enclosed an Application form which should be completed and returned to the above address.

Alternatively you can email to schooling@btconnect.com. Closing Date 16th November 2018.

We are a Family run business now in its 38th Year of trading

- Contracts are mainly in the Public Sector ie Local Authority, hospitals, schools
- Based in Teignmouth but contracts are carried out across Devon.
- We are an Equal Opportunities Employer
- This role will continually evolve over time, as will the hours you will be required to work. This post will initially involve working approx. 10 hours per week , but this will increase as your role develops further.
- We offer an annual training programme to all employees. This will involve Health, Safety and Environment Training, along with job specific training.

Essential Skills

- Basic office experience of letter writing, use of Microsoft Word, Excel and Outlook, answering telephone (full training will be given on most of the duties required of you)
- Able to work alone and use initiative
- Good people skills
- Good communicator

Desirable Skills

- Full, clean driving licence
- Use of an Accounts package or involvement in Accounting processes
- Previous experience of working in Construction Industry.

Due to the nature of our works, you may need to undertake a CRB Enhanced Check, we will meet these costs.

If you require any further details please telephone 01626 778225 and speak to Emma, alternatively you may like to visit our website at www.schooling-build.co.uk

Yours sincerely

Emma Schooling



Directors: MP Schooling (ACIOB) – P A Schooling

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