

BURGESS

Administrators

Burgess Crew Services (Guernsey) ICC Limited, are looking for self-motivated and driven candidates to join and support their busy team, in the delivery of high-calibre services.

Responsibilities

Duties for this role will include assisting in the following areas, this is not an exhaustive list:

- Data input and checking
- Producing employee documentation and other communications
- Answering and fielding telephone calls, assisting with client queries where possible
- Preparation and checking of crew payments
- Maintaining records in accordance with data retention requirements

Experience

This role may suit candidates with little to no office experience, starting their career or an individual with experience wishing to take on a new challenge. Good communication, excellent attention to detail and a drive to excel are key to this role.

Skills & Qualifications

Candidates should have a good standard of education with a minimum of 5 GCSE grade C, above or equivalent, including Math and English. A basic understanding of office software applications is a must whilst also being able to adapt to new systems.

Benefits

This role sits within the wider Group office where we believe in encouraging the potential of all our employees and appropriate training and development

opportunities are available as part of our ongoing staff development programme for those looking for career progression.

Incentives

We offer an appealing benefits package, increasing upon completion of probation.

We are a friendly and welcoming team with a wealth of industry knowledge.

Should you be interested in this role, please submit your CV and cover letter to Resources@burgessguernsey.com.