



Vacancy - Administrative Manager

Alderney Electricity Limited is looking to recruit a full time member of staff

The successful candidate will need to

- have experience of working in a busy office and dealing directly with enquiries from customers and the general public face to face, by telephone and on email.
- have experience of managing other team members
- have good interpersonal and communication skills including experience using social media
- demonstrate a high degree of integrity
- be IT literate, conversant with Microsoft office suite of programs
- have book keeping experience
- have a working knowledge of Sage accounting software
- have flexible approach to the work and hours

For more information please telephone Carol Walters on 01481 822715.

Please send your CV (with names and addresses of two referees) and a covering letter, setting out how you think you can satisfy the requirements of the job, giving examples where possible, to

Carol Walters
General Manager
Alderney Electricity Ltd.
Unit A1 & B1 Olliver Court
Ollivier Street
Alderney
GY9 3TD

In an envelope marked '**CONFIDENTIAL**' or by email to

carol.walters@alderney-elec.com.

by 31st May 2022