

**Job Summary:**

We are seeking an enthusiastic administration assistant to join the ***justforgroups!*** Team. Our ideal candidate will have a passion for the travel industry, a background in administration or customer service, the ability to work independently and as part of a team, and a strong attention to detail.

**Key responsibilities include;**

- Maintaining customer data and files
- Processing payments
- Communicating with customers and suppliers both verbally and via email
- Dealing with customer queries via telephone and email
- Printing and copying
- Collating information and data
- Processing and preparing correspondence
- Issuing invoices
- Assisting the wider sales team with any adhoc administrative duties

**Requirements;**

- Passion for the travel industry.
- Experience in customer service or administration.
- Strong organizational skills with a keen eye for detail.
- Excellent communication skills, both written and verbal.
- Ability to manage multiple projects simultaneously and meet deadlines.

**Hours:** Full-time preferred, part-time considered for the right candidate.

**Days:** Monday-Friday

**Location:** Office based, Norwich

**Salary:** Up to £24,000 per annum, depending on experience and based on 37.5 hours per week.