



JOB DESCRIPTION

Job title: Office Junior – Apprenticeship

Department: Operations

Working hours: 08:30-17:00

Overview

InVentry Ltd, established in 2011, is a fast growing technology company specialising in the development and provision of touch screen visitor, staff and pupil management solutions. Since 2011, we have seen massive growth culminating in us being named this year in the Deloitte global fastest 500 growing companies in technology from Europe, the Middle East and Africa. We have also been named as the 21st and 37th fastest growing tech business in the North by GP Bullhound over the last two years.

Role requirements

The successful candidate will require the following skills:

- Good communication skills
- Outgoing and friendly personality
- Organised with good attention to detail

Day-to-day-activities

The successful candidate will perform the following activities:

- Data entry
- Taking messages
- Mail sorting
- Answering phones
- General office housekeeping
- Other admin duties as require by the management team
- Assisting scheduling as required
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The successful applicant will be someone who enjoys new challenges and is comfortable both working with a team and by themselves. InVentry is a fast-growing company with many opportunities to develop and progress.

Full training will be provided by the company to the successful applicant who will also complete their apprenticeship with Woodspeen Training.

If you have the above skills and are interested in this exciting opportunity, please send your CV to shelley.thompson@inventory.co.uk