

VACANCY FOR A RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Hawksmoor is an investment management business that specialises in managing private client, trust and charity portfolios. From our offices in Exeter and Ipswich we have links with professional introducers all over the country.

Following our launch four years ago, we are developing into one of the leading independent investment management businesses in the South West. In our Exeter office, which employs eight full-time and three part-time members of staff, we are now looking for a receptionist/administrative assistant with enthusiasm and dedication to support the continuing growth of our business.

Administrative Assistant/Receptionist

The general duties for the position are described in more detail in the Job Description (*this can be found by clicking on the link under the 'Vacancies' tab on the Hawksmoor website*).

You are likely to have some office experience, ideally in an investment or financial services business, but this is not essential: you may be someone returning to full-time work after a break; you may be a college or school leaver looking for your first job.

Rather than necessarily having extensive office or industry experience, the main characteristics of the right candidate will be enthusiasm, commitment, flexibility and adaptability, a meticulous eye for detail, a reasonable degree of numeracy, very good communication skills (both written and spoken) and the ability to work successfully in a close-knit team.

Salary and terms for the position are dependent on experience but will be in the range of £14,000 and £16,000.

The closing date for applications is **Friday, 17th February 2012**.

If you would like to apply for this position, please send us, by e-mail or post, your CV together with a covering letter explaining why you think you would be suitable for this role.

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E-mail: info@hawksmoorim.co.uk (putting "**Vacancy**" in the subject line)