

Job Role: Admin Staff

Location: Wolverhampton and Newcastle Upon Tyne

As an Admin Staff member, you will play a crucial role in ensuring the smooth operation of our office. Your responsibilities will include managing client records, scheduling appointments, and supporting our financial planners and paraplanners. We are looking for detail-oriented individuals with strong organisational skills and a proactive approach to problem-solving.

Key Responsibilities:

- Maintain and update client records and databases.
- Schedule and manage appointments for financial planners.
- Provide administrative support to the team.
- Handle client enquiries and ensure a high level of customer service.

Qualifications:

- Previous experience in an administrative role.
- Strong organisational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office and other administrative software.

How to Apply:

If you are interested in any of the positions listed above, please send your CV and a cover letter explaining why you would like to join us and telling us about yourself to careers@mitonoptimal.co.uk