

Class 1 Recruitment Ltd. Commercial Vacancies

<u>Job Ref</u>	<u>Job Title</u>	<u>Location</u>	<u>Wage</u>	<u>Hours</u>	<u>Job Description</u>	<u>Apply</u>
HSO/YAT	Health & Safety Officer	Yateley	Negotiable	45 hours per week	Our client is looking to recruit a NEBOSH qualified Health and Safety Officer. The ideal candidate will be required to implement Health and Safety procedures, along with providing support and training where required. The candidate should be comfortable in working with a variety of audiences and being able to adapt style and content appropriately to those audiences. A driving license is required due to carrying out risk assessments at various locations regionally. The applicant must be NEBOSH qualified with experience in performing Health and Safety assessments and show ability to demonstrate leadership skills and work to deadlines.	Click here
REC/FRM	Receptionist	Frimley	£6.50 p/h	40 hours per week	Previous experience within a similar role would be preferred. Must have a good telephone manner and customer service skills. Must be computer literate. Duties will include answering the phone, greeting visitors, dealing with customer enquiries and general administrative tasks.	Click here
SLP/CAM	Salesperson	Camberley	Negotiable	40 hours per week	Previous experience in a sales based position would be an advantage. Must have an excellent telephone manner and strong communication skills. Duties will include developing and maintaining a customer database, making sales calls to new and existing clients, marketing activities, customer service and other related tasks.	Click here
ACC/FBR	Accounts Assistant	Farnborough	Negotiable	40 hours per week	Must have previous experience in an accounts role and knowledge using Sage and Microsoft Excel . Duties will include assisting with sales & purchase ledgers, processing all invoices, assisting with payroll, dealing with accounts queries, data entry and other office duties.	Click here