



Office Administrator for CJAM

The Role

CJAM is looking for a full-time Office Administrator to support the Accounts team, the Association Management team and the Senior Leadership team. The primary role will support the operations team in the daily administration of the company.

This exciting opportunity is a result of ongoing company growth, providing the successful individual with the opportunity to expand their experience within business operations and day to day office administration within our offices located in Essex.

About CJAM:

CJAM is an established marketing, events and association management company based in Essex. We deliver a range of operational services to our clients who are based across the UK and Europe.

Candidates will need to have the following skills and experience

- A positive and pro-active mind-set
- Excellent communication skills, written and verbal
- The ability to think independently and complete tasks effectively and efficiently
- Experience using the MS office suite of programmes
- Experience using Sage 50 would be an advantage although full training will be offered

The successful candidate will support the senior leadership team with:

- Day to day administration of the core business
- Day to day communications with clients and suppliers
- Maintenance of client files
- Database management for individual clients and CJAM itself
- Supporting co-ordination of events (tradeshows, exhibitions and conferences)
- Support for client mailings
- Marketing support
- Recording internal meeting notes
- General office administration and maintenance

To apply, please send your CV and covering letter to [Sarah Wilde](#).

CJAM, Berewyck Hall Court, White Colne, Colchester CO6 2QB T: 01787 226995 W: cjam.co.uk