



TRAINING SECRETARY/ADMINISTRATOR

We are looking for a bright, efficient and enthusiastic Administrator to join a team supporting the busy Training and Recruitment Departments at our UK Distribution Centre in Coventry.

A varied role providing secretarial and administrative support to the Training, Development and Recruitment team who are both office and field based.

The role is a temporary contract for **up to 5 months** covering a maternity leave. The hours are 9.00am to 5.30pm Monday to Friday.

Main Responsibilities:

1. Arranging travel, including flight, hotel & car hire bookings for the team and training course attendees
2. Accurate typing and creative document presentation using Word, Excel and Outlook with the ability to proof-read own work
3. Training Course booking and material preparation
4. Support for Stores providing advice, instruction and various documentation, both statutory and general
5. Project follow up - e.g. calling stores to chase signatory sheets etc
6. Database logging using Access (experience not essential)
7. Phone answering and message taking including investigative questioning
8. Handling of all incoming and outgoing internal and external post for the Training and Recruitment Departments
9. General Filing/Administration/Photocopying
10. Administrative support to Recruitment Department

You will need to be confident and outgoing, with excellent communication and organisational skills. Able to multi task and work well under pressure while maintaining a 'can do' attitude. You will be expected to take responsibility for the day to day departmental administration duties and possess the ability to work well on your own initiative as well as being a team player. Excellent Word and Excel experience is essential together with fast accurate typing.

Due to the high number of applications we are receiving, please can you state your current salary or your salary expectations when applying for this role. Many thanks.

Below are the contact details specified for this job:

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