



## **Deputy Team Leader / Senior Operator**

RR Donnelly are recruiting for an experienced deputy team leader or a senior administrator to join their site in Lancing.

This is a temporary position up to August 2020 to cover maternity leave

Hours of work – Monday to Friday 07:30 – 15:30 or 08:00 – 16:00

Salary £17,136.00 paid weekly

### **COMPETENCIES**

- ❖ Flexible approach and a “can do” attitude.
- ❖ Ability to work under pressure to meet contractual SLAs.
- ❖ Good communication and inter-personnel skills.
- ❖ Ability to work within a team.
- ❖ Ability to work under own initiative.

### **SKILLS**

- ❖ Display good leadership skills.
- ❖ Effective communication and inter-personnel skills.
- ❖ Excellent time management and organisational skills.
- ❖ Good spelling and grammar skills for drafting all written business correspondence including emails.
- ❖ Competent computer skills/a working knowledge of Microsoft Office.

### **QUALIFICATIONS**

- ❖ Nil required.

### **CONTACT**

Applications to either [khowarth@devonshire.co.uk](mailto:khowarth@devonshire.co.uk) or [jalledn@devonshire.co.uk](mailto:jalledn@devonshire.co.uk)