

Team Leader Secretary/Administrator

Competitive Salary & Attractive Package

Based on the Wilton International Site Sembcorp UK is a major supplier of industrial utilities to large International companies. The Company is going through an exciting period of investment and change and require experienced Business Support resources to support the developments in our business. Business Support provides Secretarial, Administrative and Registry services to the full Sembcorp UK business.

Business Support Team Leader

We are seeking an individual who can demonstrate skills and experience in administrative business improvement to harmonise the way we work, in addition to this the successful candidate would need to be an exceptional leader of people with the ability to develop an administrative team.

Secretary/Administrator

The position involves providing secretarial and administrative support to a diverse customer base and the successful candidate, as well as being

able to demonstrate excellent administrative skills and will also be an excellent communicator with the ability to manage customer relationships when dealing with colleagues at all levels of our business.

Both roles require advanced PC literacy skills and shorthand would be a distinct advantage.

Both positions offer a competitive salary, stakeholder pension and BUPA membership. Full details of the application process are available on our website www.sembcareers.co.uk or apply with a covering letter and CV detailing current salary.

We want you to help drive the company towards an exciting new future - because at Sembcorp UK it's people that make the difference.

Human Resources
Sembcorp Utilities (UK) HQ
PO Box 1985, Wilton International
Middlesbrough, TS90 8WS

Closing date for application Monday 22nd March 2010.

