

## Current Candidate Listing

### Office and Administration

As well as the candidates below, we have more who are not currently listed, please call us on 0161 708 2972 and we can discuss your individual requirements with you.

<b>Ref No:</b>	CA488
<b>Job Preference:</b>	Secretarial / PA
<b>Candidate Skill 1:</b>	Senior level secretary and PA with extensive working knowledge
<b>Candidate Skill 2:</b>	Proficient in Microsoft Office including Word, Excel, Outlook
<b>Candidate Skill 3:</b>	Many years experience as secretary / PA
<b>Part time/Full time:</b>	Part time
<b>Qualifications:</b>	RSA Secretarial Studies, Audio typing and shorthand

<b>Ref No:</b>	CA420
<b>Job Preference:</b>	Secretarial
<b>Candidate Skill 1:</b>	Few years experience as administrator and PA
<b>Candidate Skill 2:</b>	Advanced skills in Word, Excel and Outlook
<b>Candidate Skill 3:</b>	Experience in editorial roles
<b>Part time/Full time:</b>	Any
<b>Qualifications:</b>	BSc (Hons) Applied Biology

<b>Ref No:</b>	CA452
<b>Job Preference:</b>	Secretarial
<b>Candidate Skill 1:</b>	Many years Administration experience
<b>Candidate Skill 2:</b>	Shorthand typing
<b>Candidate Skill 3:</b>	Also experienced as receptionist
<b>Part time/Full time:</b>	Full time
<b>Qualifications:</b>	RSA Text processing and Word Processing

<b>Ref No:</b>	CA378
<b>Job Preference:</b>	Administration
<b>Candidate Skill 1:</b>	Several years experience in Administration
<b>Candidate Skill 2:</b>	Has experience in teaching
<b>Candidate Skill 3:</b>	Speaks and writes English, Flemish, Ivrit, Yiddish, French
<b>Part time/Full time:</b>	Any
<b>Qualifications:</b>	Typist and IT office course, BA degree Education

## Accounting and Bookkeeping

<b>Ref No:</b>	CA492
<b>Job Preference:</b>	Bookkeeping
<b>Candidate Skill 1:</b>	Several years experience as a bookkeeper
<b>Candidate Skill 2:</b>	Proficient in MS Word, MS Excel, Sage Line 50
<b>Part time/Full time:</b>	Full time
<b>Qualifications:</b>	AAT Level 2, 3, 4, City & Guilds Sage Computerised Accounting

<b>Ref No:</b>	CA176
<b>Job Preference:</b>	Bookkeeping
<b>Candidate Skill 1:</b>	Fluent in Sage Line 50, Sage 50 Payroll, many years experience
<b>Candidate Skill 2:</b>	Speaks English, Hebrew Yiddish
<b>Candidate Skill 3:</b>	Associate member of Institute of Certified Bookkeepers
<b>Part time/Full time:</b>	Any
<b>Qualifications:</b>	Level 1 Manual Bookkeeping and Computerised Bookkeeping

<b>Ref No:</b>	CA432
<b>Job Preference:</b>	Accountancy
<b>Candidate Skill 1:</b>	Many years experience in Accounting field
<b>Candidate Skill 2:</b>	Has done long term and 'catch up' bookkeeping
<b>Candidate Skill 3:</b>	Full UK driving licence
<b>Part time/Full time:</b>	Part time
<b>Qualifications:</b>	ACA Professional Stages

<b>Ref No:</b>	CA228
<b>Job Preference:</b>	Bookkeeping
<b>Candidate Skill 1:</b>	A number of years experience in Bookkeeping
<b>Candidate Skill 2:</b>	Microsoft Word, Excel, Prop Pack etc
<b>Candidate Skill 3:</b>	Full UK Driving Licence
<b>Part time/Full time:</b>	Any
<b>Qualifications:</b>	AAT Level 1 and 2, Sage Line 50

## Sales

<b>Ref No:</b>	CA242
<b>Job Preference:</b>	Sales
<b>Candidate Skill 1:</b>	Extensive Field Sales, account management, telesales and marketing experience
<b>Candidate Skill 2:</b>	Several years experience as Sales Manager
<b>Candidate Skill 3:</b>	Experience as Sales and Marketing Executive
<b>Part time/Full time:</b>	Any
<b>Qualifications:</b>	BA (Hons) International Business with French

<b>Ref No:</b>	CA246
<b>Job Preference:</b>	Sales
<b>Candidate Skill 1:</b>	Several years as retail sales assistant
<b>Candidate Skill 2:</b>	Self employed internet trader
<b>Candidate Skill 3:</b>	Fully computer literate
<b>Part time/Full time:</b>	Any
<b>Qualifications:</b>	Several computer courses

<b>Ref No:</b>	CA276
<b>Job Preference:</b>	Marketing
<b>Candidate Skill 1:</b>	Marketing Director
<b>Candidate Skill 2:</b>	Extensive experience in internet marketing
<b>Candidate Skill 3:</b>	Also experience as Accounts Director
<b>Part time/Full time:</b>	Any
<b>Qualifications:</b>	BA (Hons) German

<b>Ref No:</b>	CA294
<b>Job Preference:</b>	Sales
<b>Candidate Skill 1:</b>	20 years as own company director
<b>Candidate Skill 2:</b>	Bookkeeping
<b>Candidate Skill 3:</b>	Experience selling in the UK and exporting
<b>Part time/Full time:</b>	Any
<b>Qualifications:</b>	BA (Hons) Accounting and Finance, Sage Line 50, Microsoft Office