

# Jason King

## PERSONAL PROFILE

A dynamic, resourceful and energetic individual who is comfortable with being the "go to" person for anything related to the smooth running of an office. Much experienced in providing full secretarial, administrative and office management support to work colleagues in a busy office environment. Having a proactive and flexible approach to juggling many different priorities, and able to work autonomously and take ownership of all aspects of a task or project. Right now Jason is looking for a rewarding role with an exciting & forward thinking company that will allow him to fulfill his true potential.

## CAREER HISTORY

### **Office Manager    Local Authority    2008-Present**

In charge of organizing, prioritising and delegating tasks effectively to ensure that all administrative work is managed competently, and in accordance with the companies changing priorities and deadlines.

#### **Duties**

- Coordinating all clerical staff & utilizing office equipment effectively.
- Coordinating meeting and networking events.
- Arranging all travel and accommodation arrangements for staff.
- Recording office expenditure and managing its budget.

#### **Managerial Skills**

- Comprehensive knowledge of equality and diversity issues.
- Excellent administration skills.
- Handling staff recruitment and appraisals.
- Dealing professionally with all correspondence, complaints and queries.

## ACADEMIC QUALIFICATIONS

### **Nuneaton North University**

BA (Hons) Business Administration    2005 - 2008

### **Coventry Central College**

A levels: Maths (A) English (B) Technology (B) Science (C)    2003-2005

**REFERENCES**    Available on request.

## AREAS OF EXPERTISE

*Diary Management*  
*Project Management*  
*Health & Safety*  
*Delegating tasks*

## PROFESSIONAL SKILLS

*Advanced First Aid*  
*French Speaker*  
*German Speaker*  
*Fire Marshall*

## PERSONAL SKILLS

*Time Management*  
*Communication Skills*  
*Making decisions*  
*Reliable & trustworthy*

## CONTACT DETAILS

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