

Westridge Construction Ltd is a progressive company working in the South-East with a turnover this year approaching £25m. We have a vacancy for an

### Office Assistant

This is a full-time position. You will be answering the telephone and carrying out general administrative tasks for our small but busy office in Bodiam. Ideally you will have 3+ GCSE's grade C or above, or equivalent, including English and Maths. Some office experience is desirable but not essential as full training on all aspects of the job will be given. You will be computer literate and possess good time management and organisation skills. You will be a team player but able to work on your own initiative. Methodical approach to work and good communication skills are essential. Due to our location you will need your own transport.

To apply please visit  
[www.westridgeconstruction.co.uk](http://www.westridgeconstruction.co.uk)

**westridge**

To discuss the position in person please call Ritza Sinden on 01580 831523

**Closing date for applications: 3<sup>rd</sup> September 2010**

We are an *Equal Opportunities Employer*



INVESTOR IN PEOPLE