



**Office-based Administrator. Hour's flexible depending on circumstances. £23,500 per annum + Holidays/Bank Holidays. It can be full or part-time.**

A great opportunity to join our growing team has arisen for an office-based Admin person, working from our Hove, East Sussex Head Office.

Tutorwiz Ltd. is a leader in combining online Maths and English learning with live tutor support. The award-winning online Educational Platform helps students from Reception to GCSE.

The concept/technology has tutored students for over 30 years, and we take great pride in our online tutoring and have a product/service review rating of 4.7 on Trustpilot.

While COVID-19 was disastrous for many industries, the demand for online education and tutoring has never been stronger - 2022 was our best year yet, and we are heading to a record 2023.

We are looking for a great self-starter and communicator to join our team and manage the running of the admin and play a part in helping to improve the education of the nation's children.

The role will entail fielding calls (proactively and reactively), keeping online records up to date on the CRM system, working with the marketing team, helping the sales and executive teams, and supporting accounts. You will be reporting directly to the CEO and Head of Marketing. *(Previous Office admin skills and experience would be an advantage.)*

Ideally, you will work full-time; however, we are conscious that some flexibility may be needed, and we will look at this when the time comes.

- To be successful, applicants require/demonstrate:
  - A strong work ethic & a smart appearance.
  - Always provide excellent customer service.
  - Strong communication/listening skills, ability to think on the spot.
  - To be highly driven with the ability to work autonomously.
  - Excellent English (mandatory)
  - Computer skills (Office 365)
  - A good level of education or NVQ Level 2 in Business Administration or equivalent, but experience counts.
  - Able to work in the UK.
  - Persistent and results-oriented
  - Strong attention to detail and high levels of accuracy.
  - Adaptable, flexible, team player and self-motivated.
  - Friendly but professional always.
  - Tutorwiz will provide full training on the internal systems.
  
- To help your application stand out, consider the following:
  - Do you have the skills and experience required?
  - Do you have an affinity with parents and children?
  - What should your top priority be once you have started?
  - How do you project a positive image to the customer?
  - How have you overcome objections?
  - What Telephone skills and etiquette do you use?

**TO APPLY: -**

If speaking to families, helping school children with their education, and earning a salary appeals to you, **please send your cover letter and CV to [careers@tutorwiz.uk](mailto:careers@tutorwiz.uk).**