

**Job role:**

## PAB Graduate placement

**Details**

- Industries: IT ,Finance, Business administration, Websites
- Duration: 12 month placement
- Number of vacancies: x3
- Location: Leeds city centre
- Salary: On application
- Start date: Summer 2014
- Hours of work: 40 Hours per week, Monday to Friday 9 -5pm

**Background to PAB**

- Policy Administration Business ('PAB') is an exciting newly started IT business which offers Boiler and Heating insurance systems and online installations to businesses to administer efficient and automated sales to the UK householder. Despite its early stage, PAB has agreements with multiple customers and is forecasting significant growth. PAB will also administer a price comparison website to allow consumers to compare the market.
- PAB was formed, and is wholly owned, by a number of experienced individuals from the heating, Ecommerce and accounting industries. These individuals have worked in their industries for many years in related businesses
- PAB will be interacting with multiple stakeholders ranging from large corporates, IT system providers to local heating engineers.
- PAB systems will administer the sales, claims and cash flow on behalf of its customers. PAB will set up, configure and account for the end to end process.

**Role**

- An exciting, CV enhancing opportunity with an entrepreneurial venture at an exciting and early stage
- A rounded, technical and entrepreneurial role.
- An ideal placement for those who wish to find their career path or are not sure where their skills or interests lie.
- An opportunity to gain valuable business skills such as;
  - **Excel and Office products:** business application skills rather than just the theory
  - **Finance & accounting:** Reconciliations and financial analysis
  - **Customer facing experience:** Direct interaction with a range of stakeholders, from large companies to local businesses.
  - **Supplier facing experience:** Problem solving, case management and online training/help.
  - **Business Problem solving:** Own issues and self solve/deliver results.
- This is a potentially progressive and exciting role to be an early part of a new business and grow with it.

Job Tasks & responsibilities	Skills & key competencies	Education & Experience
<ul style="list-style-type: none"> <li>• Varied and career focussed skills</li> <li>• Data analysis &amp; database management</li> <li>• Finance and accounting assistance</li> <li>• IT systems &amp; content testing</li> <li>• Handle routine requests for information or data from external customers and suppliers.</li> <li>• Update core details, handle complaints and escalate internally or follow up directly to customers/suppliers</li> <li>• Assisting and working directly with the Directors in the business</li> <li>• Help prepare and modify key management documents including correspondence, reports, drafts, memos and emails</li> <li>• Filing &amp; archive management</li> <li>• Co-ordinate and assist in day to day running of the office.</li> </ul>	<ul style="list-style-type: none"> <li>• Problem assessment, logic and problem solving</li> <li>• Attention to detail and accuracy</li> <li>• Strong Customer communication and ability to deal with awkward or distressed customers</li> <li>• Quick learner and self starter</li> <li>• Organisational and planning skills</li> <li>• Teamwork skills</li> <li>• Microsoft office and web based application skills</li> <li>• Flexible and adaptable to fast paced environment</li> <li>• Prioritising &amp; self motivating project &amp; case management</li> </ul>	<ul style="list-style-type: none"> <li>• Good GCSE grades in both English and Mathematics</li> <li>• Technical experience or interests (optional but preferred)</li> <li>• Customer service</li> <li>• Hard working, honest and reliable</li> <li>• Full driving license (optional but preferred)</li> </ul>

**To apply, email your CV and covering letter to [info@pab.uk.com](mailto:info@pab.uk.com)**