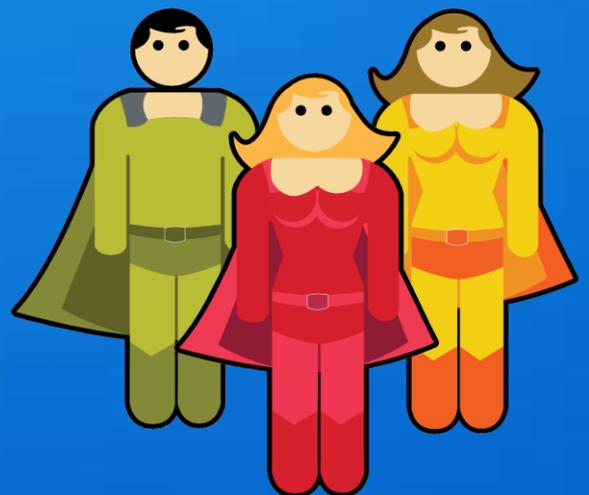




Job description for Superhero Assistant





A little about the role

You'll work for around 10 different clients and will play many different roles on a daily basis. One minute you might be making travel arrangements for an international business leader the next minute you might be dealing with a customer service issue for an ecommerce website.

At your interview you'll need to show:

- Great attitude and work ethic
- High level of organisation
- An uncanny ability to multi-task
- Great written english skills

Let's talk about you

You've got some career experience under your belt and like the idea of working for an exciting and rapidly growing business. You'd like no two days to be the same and want to go home each day feeling like you've actually achieved something. You like a challenge and you're up for it!

If you're the one that organises everything for your friends, gets a thrill when you tick something off on your todo list or just love to keep yourself busy this role is for you.

A little about us

Time etc is a rapidly growing business who provide a range of unique, interesting and extremely useful services to entrepreneurs, business owners and directors all over the UK. We're based in some very funky offices in the heart of Birmingham's trendy Jewellery Quarter.

Since 2007 we've saved our clients more than 43,000 hours or 6,000 working days. Our business is really going places so we're looking for fantastic people to join our lively team.

Show me the money

In return for all the hard work we'll reward you with a good salary, great culture and fantastic things like chill out areas, free massages, regular nights out and free breakfast every day.

Make your next move

Don't miss out on your dream career – do what the little voice inside your head says and send your CV. Our selection process is tough – but we don't bite (promise!).

Email your CV to givemeajob@timeetc.com

P.S. We get loads of CVs, so if you write something interesting, clever or funny on your covering letter, we'll love you forever!

