



UK INDEPENDENT MEDICAL



UK Independent Medical (UKIM) is the fastest growing medico legal company in the UK and has experienced double digit growth for the last four years. We are now recognised as one of the top six medico legal providers, with a growing reputation for genuine delivery of top quality service.

We are well known in the industry for our premium service standards and we are looking for experienced personnel to join our rapidly expanding team, who will make a positive and significant contribution to UKIM's growth by committing to excellence.

If you take pride in what you produce and achieve, are pleasant, sociable, conscientious, an excellent communicator with a sense of fun, value being valued, then come and join us.



We are Investors in People and offer generous recruitment packages including, a 5% pension contribution, free car parking, an optional Healthcare Cash Plan and Childcare Vouchers. Personal Development is as important to us as it is to our team and we will always encourage participation in training and development programmes appropriate to your job.

CURRENT VACANCIES: Client Services Administrators

We are seeking experienced Client Services Administrators who can demonstrate excellent skills in communication, planning, organisation, self motivation, attention to detail and IT literacy.

You must have experience of working in an administrative office environment and possess GCSE / O Level qualifications in English and Maths. Working hours are 9am until 5pm, annual leave entitlement is 31 days (including Bank Holidays) and an annual salary ranging from £12,350 to £14,900 dependant upon experience.

If you would like to join our team, please e-mail your CV and covering letter to careers@ukindmed.com Further information can be obtained from www.ukindmed.com Scheduled start date for the above positions is September 2008.

IT/Network Administrator

We are seeking an experienced IT/Network Administrator to provide pro-active support to our IT and communication systems. Working with our Windows 2003 server, Windows XP Clients and HP printers, the role will involve general network/desktop support including data backup, restoration and security. The successful applicant must have a proven track record in supporting Microsoft technologies and will be required to ensure that all systems are robust and reliable. Reporting directly to the Managing Director, the role will also involve a range of project work and other tasks as required.

NVQ Level 3 / A Level in relevant subject, A+ Certification, MCSE/MCDST qualifications would be an advantage. Working hours are 9am until 5pm (you may be required to work unsociable hours on occasions to avoid operational downtime), paid annual leave entitlement is 31 days (including Bank Holidays), rising to 34 after 3 years and an annual salary ranging from £16,000 to £25,000 dependant upon experience.