

Junior Administrator

Join the Midshore Group as a Junior Administrator

We're looking for a proactive and enthusiastic individual to join our growing team as a Junior Administrator. This full-time role offers a unique opportunity to gain hands-on experience across a variety of business functions, with full training and ongoing support provided.

Role Overview

As a Junior Administrator, your day-to-day tasks will be varied, giving you broad exposure to different areas of the businesses. This role is ideal for someone who wants to build experience in a supportive, fast-paced environment.

You'll be given full training and the opportunity to grow your skills as part of a dynamic and collaborative team.

Key Responsibilities

- Provide administrative support to the management team.
- Assist with general office administration and tasks across the team
- Help digitise records and improve internal processes
- Support the compliance team with monitoring and recurring duties
- Ensure the office environment remains clean and professional
- Undertake any additional tasks required to support the business

About You

We're looking for someone who is:

- Keen to learn about financial services and compliance
- Organised, reliable, and able to communicate clearly
- Comfortable working as part of a small, supportive team

Preferred (but not essential):

- Familiarity with Microsoft 365 (Outlook, Word, Excel, Publisher etc.)
- Prior office experience preferred.

How to apply

Please send your CV & Cover note

By email:

office@midshore.group

By Post:

Midshore Group Limited
Unit 4, Trinity Square Centre
Upper Mansell Street

About Midshore Group

Who We Are

The Midshore Group Limited are a rapidly growing, agile organisation made up of two key companies:

Midshore Consulting Limited (MCL) – our award-winning regulatory consultancy, founded in Guernsey in 2016

Midshore Compliance Solutions (MCS) – a dynamic and fast-growing compliance firm serving both Financial Services and E-Gaming clients globally

Our mission is simple: to help clients grow, adapt, and thrive in an ever-changing regulatory landscape.

Why Join Us?

At Midshore, we offer more than just a job. We're passionate about:

- Helping individuals grow into their potential
- Providing diverse experiences across industries
- Encouraging creativity, responsibility, and continuous learning

You'll be joining a team that is making a name for itself with a unique approach, global reach, and a commitment to doing things differently.

Learn more about Midshore

Our group website:

<https://www.midshore.group>

Midshore Compliance Services

<https://compliance.midshore.group>

Midshore Consulting

<https://www.midshoreconsulting.com>

Midshore Online Training

<https://mot.midshore.group>

