

Administrator

[Apply Now](#)

Company: Syntech Recruitment Ltd

Location: Alton

Category: management

Administrator

Location: Alton, Hampshire

Salary : £16.00- £18.00 per hour

Benefits: Holiday, bank holidays

Job Description

Syntech Recruitment are currently looking for an experienced Administrator to work part-time for a local engineering business based in Alton. This a great opportunity to work in a family environment and join a long standing company.

Duties and Responsibilities

General admin duties as required

Chasing invoices

Speaking to clients

Filing documents and correspondence

Getting involved with occasional accounts

About you

Will be proficient in Microsoft Word packages

Sage experience would be an advantage

Happy to be flexible
Application Process: We aim to respond to all applicants within 5 working days. If you don't receive a response within this period, please consider your application unsuccessful.

Privacy and Data Retention: By applying to this position, you confirm your consent to the retention of your personal data. The data you provide will only be used for recruitment purposes, stored securely, and treated as confidential in compliance with our Privacy Policy.

Syntech Recruitment Limited: We act as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Our T&C's, Privacy Policy, and Disclaimers are available on our website: (url removed)

[Apply Now](#)

Cross References and Citations:

1. [Administrator Orthopedicjobs Jobs AltonOrthopedicjobs ↗](#)
2. [Administrator Polandjobs Jobs AltonPolandjobs ↗](#)
3. [Administrator Expertinireview Jobs AltonExpertinireview ↗](#)
4. [Administrator Indiajobscentral Jobs AltonIndiajobscentral ↗](#)
5. [Administrator Searchnzjobs Jobs AltonSearchnzjobs ↗](#)
6. [Administrator Searcheuropeanjobs Jobs AltonSearcheuropeanjobs ↗](#)
7. [Administrator Kazakhstanjobs Jobs AltonKazakhstanjobs ↗](#)
8. [Administrator Emailjobs Jobs AltonEmailjobs ↗](#)
9. [Administrator Greecejobs Jobs AltonGreecejobs ↗](#)
10. [AdministratorSapjobs Jobs AltonSapjobs ↗](#)
11. [AdministratorMadridjobs Jobs AltonMadridjobs ↗](#)
12. [AdministratorDigitaljobsnearme Jobs AltonDigitaljobsnearme ↗](#)
13. [AdministratorThechatgptjobs Jobs AltonThechatgptjobs ↗](#)
14. [AdministratorTopfishjobs Jobs AltonTopfishjobs ↗](#)
15. [AdministratorTeachingeducationJobs AltonTeachingeducation↗](#)

16. [AdministratorMuseumjobsJobs AltonMuseumjobs](#) ↗
17. [AdministratorDirectorjobs Jobs AltonDirectorjobs](#) ↗
18. [AdministratorPsychiatristjobsnearmeJobs AltonPsychiatristjobsnearme](#) ↗
19. [Administrator Jobs Alton](#) ↗
20. [AMP Version of Administrator](#) ↗
21. [Administrator Alton Jobs](#) ↗
22. [Administrator JobsAlton](#) ↗
23. [Administrator Job Search](#) ↗
24. [Administrator Search](#) ↗
25. [Administrator Find Jobs](#) ↗

Source: <https://uk.expertini.com/jobs/job/administrator-alton-syntech-recruitment--221479611/>

Generated on: 2024-05-04 by [Expertini.Com](https://uk.expertini.com/)