

Administrator

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Company: Morris Clarke Recruitment Ltd

Location: Daventry

Category: management

Prestigious Client requires an administrator for initially a 6-week project, commencing immediately

* Monday to Friday

* Ideally 07:00 to 15:30, but we can flex up to 09:00 to 17:00, anything in between considered too. 40hrs paid, 30 min unpaid break.

* Essential - good written English (There shall be basic report writing)

* Essential – good standard of PC skills, Word, Excel, email

* Mindset and approach to work needs to have independence, they may at times be working on their own thus self-motivated

* Willingness to learn.

* Good communications skills, listening and acting upon instructions, providing feedback.

* Actively contributing and being part of a team.

Please can you send CV immediately

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