

Administrator

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Company: Cityscape Recruitment

Location: Hemel Hempstead

Category: other-general

ABOUT THE ROLE Our client is looking for an administrator to support a very busy property maintenance business. The responsibilities include: General Administration Duties, Invoicing, Quotations, Coordinating maintenance operatives, Sorting Incoming/Outgoing post, Banking cheques, Recording & payment of incoming invoices, Ordering stationery. Packages: Excel, Word, Microsoft Outlook, Sage. **REQUIREMENTS** Successful applicants will have prior experience of an administration/secretarial orientated environment. Ideally you will have knowledge or experience of the property maintenance or estate agency industry however this is not essential. Training and support will be provided. **REWARDS AND BENEFITS** We base salaries on the experience and abilities of each professional but offer beyond the typical level in industry. You can expect basic salaries from up to £25,000.

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