

United Kingdom Jobs Expertini®

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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