

## Administrator

[Apply Now](#)

Company: Vital Human Resources

Location: Hitchin

Category: management

Administrator

6 Temporary to Permanent – Immediate start

Based in Hitchin

Up to £12-14 per hour

Our client is urgently seeking an experienced Administrator to join a fast paced and growing Rail team in Hitchin. They are looking for someone that has excellent IT and Administration skills.

### Responsibilities

- \* Administration of rosters and timesheets.
- \* Accurately updating systems, databases, and records.
- \* Set up and maintain efficient filing systems for the Section.
- \* Undertake general office administration duties for the Delivery Manager using a range of

knowledge and skills to provide effective support.

- \* Ordering stationery and office supplies.

#### Job Skills, Experience and Qualifications

- \* Experience of clerical administration support

- \* Excellent time management and the ability to work on your own initiative

- \* Knowledge of relevant IT systems.

- \* Excellent interpersonal, communication and organisation skills.

- \* Rail experience (Desired)

My client is looking to move quickly with this requirement. To express your interest please submit your CV to Amy Naden at Vital today!

- \* A m y . n a d e n

- \* (phone number removed) - 3 0 6 - 7 3 7

The partnering concept promoted by Vital means that we work together with candidates and clients to achieve your career and recruitment objectives. For clients, the result is cost effective, culture-compatible solutions that make staff selection, recruitment, and retention far easier.

For candidates it means a personal and professional relationship that will help you through every stage of obtaining your ideal job and pursuing your career goals.

[Apply Now](#)

### Cross References and Citations:

1. Administrator [Socialnetworkingjobfinder Jobs HitchinSocialnetworkingjobfinder ↗](#)
2. Administrator [MaintenancejobsJobs HitchinMaintenancejobs↗](#)
3. Administrator [Pediatricjobsnearme Jobs HitchinPediatricjobsnearme ↗](#)
4. Administrator [Presidentjobs Jobs HitchinPresidentjobs ↗](#)
5. Administrator [JavajobsJobs HitchinJavajobs↗](#)
6. Administrator [Weldingjobs Jobs HitchinWeldingjobs ↗](#)
7. Administrator [Fresherjobs Jobs HitchinFresherjobs ↗](#)
8. Administrator [ForestjobsJobs HitchinForestjobs↗](#)
9. Administrator [AustraliajobscareerJobs HitchinAustraliajobscareer↗](#)
10. Administrator[Unitedkingdomjobs Jobs HitchinUnitedkingdomjobs ↗](#)
11. Administrator[AtlantajobsearchJobs HitchinAtlantajobsearch↗](#)
12. Administrator[PerujobsJobs HitchinPerujobs↗](#)
13. Administrator[Dohajobs Jobs HitchinDohajobs ↗](#)
14. Administrator[Greecejobs Jobs HitchinGreecejobs ↗](#)
15. Administrator[Personaltrainerjobs Jobs HitchinPersonaltrainerjobs ↗](#)
16. Administrator[losjobs Jobs Hitchinlosjobs ↗](#)
17. Administrator[Professorjobs Jobs HitchinProfessorjobs ↗](#)
18. Administrator[UltimatejobfinderJobs HitchinUltimatejobfinder↗](#)
19. Administrator [Jobs Hitchin ↗](#)
20. AMP Version of Administrator [↗](#)
21. Administrator [Hitchin Jobs ↗](#)
22. Administrator [JobsHitchin ↗](#)
23. Administrator [Job Search ↗](#)
24. Administrator [Search ↗](#)
25. Administrator [Find Jobs ↗](#)

