

Administrator

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Company: Forrest Recruitment

Location: Manchester

Category: other-general

Job Overview

ADMINISTRATOR. PERMANENT. CHADDERTON. £22,000

A great opportunity has arisen at a large and independent company for anto join a friendly team.

You will be taking enquires from clients and producing quotes, compiling quotes onto the system, responding to emails, chasing quotes, handling incoming calls, and completing all relevant paperwork.

WHAT DO I NEED TO SUCCEED

The ideal candidate will be confident, hardworking, and willing to get their head down and work. Previous administrative experience is essential, but also great for a graduate looking to get into their first office position. Must be IT savvy and confident on the phone.

To find out more about this role or to apply please call Amy/Ramzia on 0161 236 3600.

Please note due to the high volume of applications we receive, only those successfully shortlisted for the role will be personally contacted.

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