

## Administrator

[Apply Now](#)

Company: Impact Recruitment Services

Location: Northampton

Category: management

Administrator

Northampton, NN3

Permanent

Monday to Friday, 8.30am - 5pm

Up to £23,800

Are you keen to gain a role within an office?

Do you like speaking to people and have good IT skills?

If this sounds like you, then we'd love to hear from you ASAP!

Due to an increase in business, our client is seeking an Administrator to join their existing team.

This is an ideal first role in administration for someone as full training is provided.

### Key responsibilities for the Administrator:

Carry out sales order processing/purchase order processing and order acknowledgements.

Chase purchase orders placed with suppliers and update the in-house system.

Unblocking orders in the warehouse - picking & packing orders as required.

Help answer incoming calls and assist callers.

Help answer front door and assist visitors.

Take credit card payments and process orders.

### Skills and experience required from the Administrator include:

Desire to build on self-development within an administrative role.

Familiar with MS office suite primarily Word and Excel and confident using IT for day-to-day work (in-house database needs to be maintained)

Enthusiastic and self-motivated and able to work to deadlines.

Likes to work as a team.

Able to work quickly and accurately with attention to detail.

Good written and verbal communication skills.

Please note, due to the high volumes of applications we receive daily, should you not be contacted within 72 hours, your application is unsuccessful. Thank you.

Impact Recruitment is an employment business working on behalf of our client.

All responses will be managed in line with the new GDPR regulations.

[Apply Now](#)

### Cross References and Citations:

1. **Administrator** [Jakartajobs](#) [Jobs Northampton](#) [Jakartajobs](#) ↗
2. **Administrator** [Seattlejobsearch](#) [Jobs Northampton](#) [Seattlejobsearch](#) ↗
3. **Administrator** [Musicjobs](#) [Jobs Northampton](#) [Musicjobs](#) ↗
4. **Administrator** [Ukjobscentral](#) [Jobs Northampton](#) [Ukjobscentral](#) ↗
5. **Administrator** [Therapistjobs](#) [Jobs Northampton](#) [Therapistjobs](#) ↗
6. **Administrator** [Videographerjobs](#) [Jobs Northampton](#) [Videographerjobs](#) ↗
7. **Administrator** [Munichjobs](#) [Jobs Northampton](#) [Munichjobs](#) ↗
8. **Administrator** [Bluecollarjobs](#) [Jobs Northampton](#) [Bluecollarjobs](#) ↗
9. **Administrator** [Psychiatristjobsnearme](#) [Jobs Northampton](#) [Psychiatristjobsnearme](#) ↗
10. **Administrator** [Chefjobsnearme](#) [Jobs Northampton](#) [Chefjobsnearme](#) ↗
11. **Administrator** [Neurologistjobs](#) [Jobs Northampton](#) [Neurologistjobs](#) ↗
12. **Administrator** [Pinkcollarjobs](#) [Jobs Northampton](#) [Pinkcollarjobs](#) ↗
13. **Administrator** [Installationjobs](#) [Jobs Northampton](#) [Installationjobs](#) ↗
14. **Administrator** [Professionalnetworkjobs](#) [Jobs Northampton](#) [Professionalnetworkjobs](#) ↗
15. **Administrator** [Dominicanrepublicjobs](#) [Jobs Northampton](#) [Dominicanrepublicjobs](#) ↗
16. **Administrator** [Phpjobs](#) [Jobs Northampton](#) [Phpjobs](#) ↗
17. **Administrator** [Norwayjobs](#) [Jobs Northampton](#) [Norwayjobs](#) ↗
18. **Administrator** [Jobsinaustria](#) [Jobs Northampton](#) [Jobsinaustria](#) ↗
19. **Administrator** [Jobs Northampton](#) ↗
20. **AMP Version of Administrator** ↗
21. **Administrator** [Northampton Jobs](#) ↗
22. **Administrator** [JobsNorthampton](#) ↗
23. **Administrator** [Job Search](#) ↗
24. **Administrator** [Search](#) ↗
25. **Administrator** [Find Jobs](#) ↗

Source: <https://uk.expertini.com/jobs/job/administrator-northampton-impact-recruitment-s-221442232/>