

## Administrator

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Company: Kirkland Associates

Location: Nottinghamshire

Category: other-general

### Job Description

Our fantastic client, based just outside the city centre, are looking for an enthusiastic and hardworking Administrator to join their team. You will be responsible for processing permits, part management and subcontractor management for their contracts.

£24,000

NG2

Monday to Friday

Administrator – The Role:

Issuing PO's

Obtaining and managing scheduled appointments and updating customer portals

Chasing and processing of all paperwork following visit

Managing the inbox

Ordering of parts

Processing permits and managing permit status

Administrator – The Candidate:

IT Skills

Accuracy at record keeping

Excellent time management

Able to work as a team

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