Administrator (Part time)

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Company: The Recruitment Co

Location: Blackwood

Category: other-general

Job Title:Administrator (Part time) Location:Blackwood Salary:£11.75 per hour Hours: Part time Monday to Friday 8am-2:00pm   Here at The Recruitment Co we are currently recruiting a Administrator (Part time) to work for a company based in Blackwood Main Job Roles:Manage and execute orders within our internal system (SAP); Review customer PO documents for completeness and accuracy; Communicate in a professional and confident manner with customers via email and telephone; Liaise with other internal departments to convey customer requirements and expectations;Carrying out administrative and clerical duties to manage orders through our internal systems and processes;Required Experience Previous Administrator experience Microsoft packages experience Organised Confident Microsoft office experience Great communication skills If you are interested in this role please apply now! CPNewportThe Recruitment Co. is an equal opportunities employer and we're committed to diversity and inclusion in the workplace.

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