

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

HoursPart 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!

CPNewport

The Recruitment Co. is an equal opportunities employer and we're committed to diversity and inclusion in the workplace.

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