

## Administrator - Shrewsbury

[Apply Now](#)

Company: Logic 360 Group

Location: United Kingdom

Category: other-general

Assured Group Ltd is currently recruiting an Administrator for our office based in Shrewsbury. Seeking someone with strong Administration Skills to work within a small team. Reporting through to the office manager based at Shrewsbury and part of a wider team based in Head Office in Warwick and our operational team based all over the UK. You will be joining an established team of professionals enabling you to work in a positive forward-thinking company and environment with full support. A familiarity with motor vehicles would be beneficial.

This opportunity offers an immediate start to the right candidate.

### **Duties**

Help with the administration of motor accident claims via the company's claim handling agents.

Collating information from our operations team.

Purchase Invoice processing/coding and job costing allocation,

Using our own bespoke in-house system Assured Management System (AMS)

Hotel and Travel Bookings

Any other duties required

### **Essential skills**

Strong Administration Skills

Attention to Detail

Experience inputting to Microsoft Excel

Experience Purchase Ledger – Training will be provided.

Knowledge of Dimensions Accounting software desirable but not essential

Basic Salary of £24000 per annum which will depend on experience and skills. With monthly company bonus scheme.

Please apply by responding to this advertisement in the first instance.

This role will be working Monday to Friday from our Head Office in Shrewsbury with 1 Rota Day Off in the week, therefore 4 day working week.

[Apply Now](#)

#### Cross References and Citations:

1. [Administrator - ShrewsburyPhysicianjobsnearmeJobs United Kingdom Physicianjobsnearme ↗](#)
2. [Administrator - ShrewsburyPetsjobsJobs United KingdomPetsjobs ↗](#)
3. [Administrator - ShrewsburyMoroccojobsJobs United KingdomMoroccojobs ↗](#)
4. [Administrator - ShrewsburyArchitecturejobs Jobs United Kingdom Architecturejobs ↗](#)
5. [Administrator - ShrewsburySmartjobsearch Jobs United KingdomSmartjobsearch ↗](#)
6. [Administrator - ShrewsburyPilotjobsnearme Jobs United Kingdom Pilotjobsnearme ↗](#)
7. [Administrator - ShrewsburyCanadianjobscentral Jobs United Kingdom Canadianjobscentral ↗](#)
8. [Administrator - ShrewsburyTradingjobs Jobs United KingdomTradingjobs ↗](#)
9. [Administrator - ShrewsburyExpertiniJobs United KingdomExpertini ↗](#)
10. [Administrator - Shrewsbury Londoncareerhub Jobs United Kingdom](#)

[Londoncareerhub ↗](#)

**11. Administrator - Shrewsbury Therecruiterjobs Jobs United Kingdom**

[Therecruiterjobs ↗](#)

**12. Administrator - Shrewsbury HospitalityjobsJobs United KingdomHospitalityjobs↗**

**13. Administrator - Shrewsbury Highestpayingjobs Jobs United Kingdom**

[Highestpayingjobs ↗](#)

**14. Administrator - Shrewsbury KualalumpurjobsJobs United Kingdom**

[Kualalumpurjobs ↗](#)

**15. Administrator - Shrewsbury Mexicojobs Jobs United KingdomMexicojobs ↗**

**16. Administrator - Shrewsbury Searchnzjobs Jobs United KingdomSearchnzjobs ↗**

**17. Administrator - Shrewsbury BangkokjobsJobs United KingdomBangkokjobs↗**

**18. Administrator - Shrewsbury Seojobs Jobs United KingdomSeojobs ↗**

**19. Administrator - shrewsbury Jobs United kingdom ↗**

**20. AMP Version of Administrator - shrewsbury ↗**

**21. Administrator - shrewsbury United kingdom Jobs ↗**

**22. Administrator - shrewsbury Jobs United kingdom ↗**

**23. Administrator - shrewsbury Job Search ↗**

**24. Administrator - shrewsbury Search ↗**

**25. Administrator - shrewsbury Find Jobs ↗**

Source:<https://uk.expertini.com/jobs/job/administrator-shrewsbury-united-kingdom-logic-360-group-136af70496/>

Generated on: 2024-05-02 by [Expertini.Com](#)