

Contracts & Compliance Administrator

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Company: Impression Recruitment

Location: United Kingdom

Category: business-and-financial-operations

We are currently seeking **Contracts & Compliance Administrator** to join a Harrogate business who are growing year on year. Within the role you will work with a busy and dedicated team who aim to always ensure a successful outcome is achieved, therefore being able to demonstrate passion in your work approach will be highly desirable.

Duties are to include:

Work on the company's CRM system ensuring all work requests are logged accordingly and those involved in the process are fully informed.

Communicate with external contractors and suppliers both in writing and verbally.

Work with internal departments, especially finance with any administration requirements.

Conduct all work inline with company processes and against set KPIs.

Extract recorded information to produce relevant monthly reports which will then be distributed between various parties both internally and externally.

Highlight any areas for improvement and action any complaints received, escalating when required.

Skills required:

Previous administration or customer service experience required.

Any exposure working in facilities/ trades would be highly desirable.

Understand the importance of outstanding communication and customer service.

Confident and efficient with MS Office.

Enjoy working within a team.

As **Contracts & Compliance Administrator** you can expect to receive a salary range between **£22,000 - £25,000 per annum**, dependant on experience. This particular opportunity will also allow you the chance to enhance your existing skills and potentially experience development / progression within the business too. **APPLY TODAY!**

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