

Data Project Administrator

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Company: Forrest Recruitment

Location: Holmes Chapel

Category: business-and-financial-operations

Job Overview

– Holmes Chapel – £15.38ph – 3-6 Months Temporary – ASAP

Our client is a global service supplier and we are currently supporting them in their search for a much needed Project Administrator. This role requires someone with advanced knowledge of Excel and would also benefit from having a background in Treasury.

The role will see you supporting the Treasury department and the duties will comprise of:

Completing banking forms with the relevant information

Optimising existing Excel forms

Inputting high volumes of data

Handling weekly cash forecasting

Data entry on the in house system

To be successful in this role, you will need to have strong Excel skills as you will be utilising pivot tables, v-look up and equations daily. The successful candidate must be proactive and have a strong work ethic. The working hours can be flexible for the right candidate and hybrid working opportunities are available, however you must live local to Holmes Chapel as you will need to attend the office!

For more information regarding the above role, please call Lynsey on 01270 251251 or forward your CV to wilmslow@forrest-recruitment.co.uk

Please note that due to the high volume of applications we receive, only those successfully shortlisted for the role will be personally contacted.

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