

Office Administrator

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Company: Arden Personnel

Location: Alvechurch

Category: management

Part Time Administrator

Alcester • Temporary • Part Time • Rate £12.50-13.50 per hour

A new role for a small manufacturing company based in the heart of Alcester town centre.

This role is temporary however due to growth this role is highly likely to go permanent. You will be working 20 hours a week flexible on hours.

The Part Time Administrator day-to-day duties are as follows:

- * Processing new orders and liaising with suppliers and sub-contractors
- * Updating the bespoke in-house system as per company requirements
- * Managing phone calls and emails from clients & Contract Managers
- * Maintaining the company asset management for all completed works.
- * Completing any additional internal forms to assist the management team
- * Arranging handover of works from the sales team to order progress to enable a full understanding of the project.

The Successful Administrator must have the following skills/experience:

- * Previously worked within an office environment
- * Intermediate Excel skills
- * Excellent organisation skills
- * Able to work on your own initiative and also be part of a team
- * Excellent attention to detail
- * Proactive
- * Good communication skills both written and verbal

What's on offer for the successful Administrator?

- * Rate £12.50-£13.50 per hour
- * Hours Mon-Friday 10.00-14.00 some flexibility on this
- * Free parking
- * Working for a growing company
- * Temp with the view to go perm

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We want your experience with using a recruitment agency to be a good one and will always endeavor to get back to all applicants. You can also contact us on (phone number removed).

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Arden Personnel is an equal opportunities employer that welcomes applications from all age groups. We recruit in the following sectors.

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