

Office Administrator

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Company: Elliott Recruitment Solutions

Location: Crosby, North Lincolnshire

Category: management

Office Administrator

Scunthorpe

£20k - £22k

We are looking for an experienced Office Administrator to join our client's Scunthorpe office on a permanent basis.

My client, a growing national organisation, have an opportunity for an Administrator to support their Scunthorpe office with day-to-day administrative functions. This is a varied role providing a customer service driven front of house reception service as well as completing a range of administrative duties including:

- * Meet and greet visitors
- * Manage incoming calls, emails and correspondence
- * Accurately maintain client records
- * Request outstanding information from clients
- * Schedule meetings / diary management
- * Check completed documents
- * Send completed documents to clients
- * Manage WIP list for invested parties

The successful candidate will have previous experience working within an office environment. You will be professional with excellent communication and organisation skills. You will be proficient in MS Office and have the ability to use your own initiative and multi task.

This is a permanent full time role working office hours Monday to Friday. My client is offering a salary of £20k - £22k depending on experience.

If you have the skills and experience for this role please apply online ASAP as immediate interviews are available.

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