

## Office Administrator

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Company: RGB Recruitment Ltd

Location: Greater Exeter Area

Category: construction-and-extraction

Administrator East Devon Permanent DOE – £25k 9.00am – 5.00pm Monday – Friday An exciting opportunity has arisen for an Office Administrator to join a leading contractor who are based on the outskirts of Exeter. Providing Administration support to the team the client are offering a competitive salary, benefits to include pension & life assurance, free parking. Responsibilities will include: Managing and assisting with drawing registrations Coordinate diaries, meetings rooms processing and organising O&A Manuals sending out estimator enquires putting together sub-contractor orders, sending out questionnaires and validation preparing IOS files for Audits & updating procedures documents Booking training and checking CITB grant claims Supporting purchase ledger when required to include sending invoices & payment certificates & updating clients with payment dates Liaise with internal and external clients Putting together Tenders, chasing enquiry's & submitting on a portal system Commercial support to include keeping insurances upto date Office support to the team Experience working within Construction would be an advantage, the ideal candidate will have good administration skills and will be proactive and organised and a good team player. Candidates must have good IT skills, be professional and an excellent communicator. This is a permanent role based around 6 miles from Exeter city Centre in East Devon, close to good transport links with free parking and a friendly welcoming working environment.

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