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Office Administrator

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Location: Hitchin

Category: other-general

Office Administrator Hitchin, Hertfordshire, SG5 £26,000 – £28,000 (pro rata) Part-time – 20 hours per week Mon – Friday, 09:30 to 13:30 About our client They are a specialist marketing and advertising company based in Hitchin, Hertfordshire. With over 500 clients across multiple business and consumer industries, they provide intelligent marketing solutions to customers. About the role As an Office Administrator, you will provide administrative marketing and sales support to their Campaign Manager and Sales Director. You will provide reporting, billing, call answering, client support and other administrative support duties the company may decide from time to time. It is expected that you will have had previous experience working in an administrative role and that you will have achieved A Levels as a minimum qualification. You also need to be fluent in written and spoken English and hold a UK passport. This is a part-time position from Monday to Friday, 4 hours per day from 09:30 to 13:30. Our client is looking for an intelligent, diligent, and organised person. If that sounds like you, they would love to hear from you. Desired skills and experience Previous experience in an administrative role Educated to a minimum of A Levels Excellent verbal and written communication skills Organised and enthusiastic

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