

Office Administrator

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Company: Online Marketing Shop

Location: Hitchin

Category: management

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 Online Marketing Shop

We are a specialist marketing and advertising company based in Hitchin, Hertfordshire. With over 500 clients across multiple business and consumer industries, we provide intelligent marketing solutions to customers.

About the role

As an Office Administrator, you will provide administrative marketing and sales support to our 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.

We are looking for an intelligent, diligent, and organised person. If that sounds like you, we 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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