

OFFICE ADMINISTRATOR & MARKETING COORDINATOR[982859]

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Company: SCP Transport

Location: United Kingdom

Category: other-general

A key trait of SCP is we seek to maintain the family feel of an SME Business even as we grow. We therefore value character, attitude, and commitment. Experience and competence are important, but we look to assess the broader attributes to ensure a good fit for both the candidate and the business. As we grow, we actively embrace and champion diversity within our business and our wider industry with inclusion across all levels.

Responsibilities

Answering Incoming Calls

Visitor management

Preparing invoices

Website updates

Marketing management

Social media management

Person Specification

Understanding of business operations and the support needs of the technical teams

Understanding of website functionality and constraints

Organisation & time management skills

Ability to write marketing materials related to business operations and achievements

Knowledge of social media postings and links

Salary and Benefits

£25,000

Life assurance

A flexible benefits programme including the option to buy additional holidays, health cash plan and discounted gym membership

#Administration&support #transport #rskfamily

RSK Group is an Equal Opportunities Employer

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