

Operations Administrator

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Company: Xact Placements

Location: Hitchin

Category: other-general

Are you looking for a new exciting opportunity working as anfor a successful IT Services Provider to be based in Hertfordshire? Main Duties of the RoleProcessing customer ordersUse of manufacturers' portals Shipping and receiving goods Processing returns Providing administrative support across the whole team Answering telephone calls Your Skills and ExperienceExperience within a similar position Excellent communication skills, both written and verbal Good attention to detail Proficient in the use of computers including experience using Microsoft Office Driving license essential Salary £27,000 per annum, depending on experience

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