

Plant Administrator

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Company: Path Recruitment

Location: Hitchin

Category: business-and-financial-operations

Are you looking to build your office career? We have a fantastic opportunity to join a fun and creative team based near to Hitchin as a Plant Administrator!

Benefits for the Plant Administrator:

Salary up to £26,000

Monday-Friday working hours (8am-5pm)

Free on-site Parking!

25 days holiday plus bank holidays

Company health benefit scheme

Bonus Scheme

Pension Scheme

Responsibilities of the Plant Administrator:

As the Plant Administrator you will be liaising with customers & suppliers

Receiving and raising purchase orders

Raising hire contracts

Scanning documents

Credit Control

General administration keeping the system updated

You may have previous experience within plant hire, tool hire, powered access hire, accommodation hire, builders merchants, specialist equipment hire industries, although this is not essential.

Requirements of the Plant Administrator:

Background within the hire industry/construction or something similar

Experience as an Administrator

Previous experience dealing with purchase orders/invoices

Good communication skills

Apply NOW or contact Georgina on 01933667020 georgina.wittchpathrecruitment@gmail.com to find out more on this Plant Administrator!

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