

Plant Administrator

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Company: Path Recruitment

Location: Hitchin

Category: other-general

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 01933667220 or georgina.wittchpathrecruitment to find out more on this Plant Administrator!

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