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Receptionist/ Administrator

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Company: Osborne Appointments

Location: London

Category: business-and-financial-operations

OA are recruiting for a Receptionist / Administrator to join our client in Cricklewood - on a temporary - ongoing basis. You must be available to start immediately.

£12.50 per hour, PAYE Contract

10am until 4pm - temporary- ongoing

Duties: Receptionist, Meeting & Greeting Visitors, Supporting Administration within the department

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