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Service Administrator

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Company: Edwards & Pearce Limited

Location: United Kingdom

Category: management

Our client is looking to recruit an administrator to support a small engineering department. Your duties will entail managing the engineers diaries and ensuring they have all of the relevant documentation. This is a hands on administrative role and would be suitable for a person who has experience working in a similar role. THE ROLE: Supporting a small engineering team. Managing diaries and ensuring...WHJS1_UKTJ

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