

Service Desk Administrator

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Company: NPR Recruit

Location: Stevenage

Category: management

Service Desk Administrator

Role: Service Desk Administrator

An excellent opportunity for a Service Desk Administrator to join a Award Winning & Growth Business, our client has been in business for 36 years and can offer the right individual a long-term career path supported by continuous improvement and training.

28 Days Holiday, Pension, Life Insurance, GP on call etc, 37.5-hour working week, career development, and training.

OTE £25,000-£28,000

This opportunity is for a Service Desk Administrator at our New Head Office.

Main responsibilities: Service Desk Administrator

To support the Service Desk/Projects Team in delivering excellent standards across all administrative functions.

Manage your workload and prioritise daily duties efficiently

A variety of Administration duties

Purchase orders

Engaging with clients & the maintenance team

Database works plus internal system

Updating clients

Email and Telephone work

Supporting stakeholders in the business

Good knowledge of Microsoft Office, Excel, and Word.

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