

Site Administrator

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Company: Robert Half

Location: Hitchin

Category: other-general

Robert Half are currently recruiting for an interim Site Administrator to join one of our clients located in North Bristol.

The assignment involves providing day-to-day support to the Site Manager to ensure the smooth running of the project until completion.

Salary: Up to £27,000 - £30,000 (Hourly rate equivalent)

Duration: 4 Months

Start Date: ASAP

Working Hours: 20 - 25 a week on-site, these hours are flexible depending on candidate requirements.

Responsibilities include but are not limited to:

Data entry

Collation and processing of time sheets

Maintaining financial records

Communicating with stakeholders at all levels

Providing support to site manager

Person Specification:

Strong communicator

Excellent organisation and prioritisation skills

Clear communication skills both written and verbal

Friendly personality with a can-do attitude

Flexible approach

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