

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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