

Site Administrator

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Company: Trant

Location: Tresco

Category: other-general

SITE ADMINISTRATOR

ST MARY'S, ISLES OF SCILLY

We are currently recruiting for an Administrator to work as part of a small, friendly team at our site offices on St Mary's, Isles of Scilly. This is a part-time role, working 20-30 hours each week to suit.

Duties include but are not limited to;

- Opening and distributing incoming post & emails
- Photocopying/scanning/printing
- Welcoming visitors
- Answering calls/emails
- Coordinating deliveries to site
- Managing invoices and receipts
- Completing labour timesheets
- Uploading documents to our in-house system and to external portals
- Stationary orders
- Updating spreadsheets
- Various adhoc administration duties as required

Skills/Background

- Strong IT skills, specifically knowledge of Microsoft Applications
- Organised, hardworking & proactive
- Excellent communication skills; written and verbal

- Personable character

Benefits:

Our company benefits package includes;

- A competitive salary
- 24 days holiday pro rata (increasing with service) + 8 bank holidays
- Auto enrolment Pension
- Free onsite parking
- 24/7 Employee Assistance Programme
- Bike to Work Scheme

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