

Support Administrator – Maternity Cover

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Company: GK Search

Location: Southampton

Category: management

Are you an experienced Administrator with strong Microsoft package skills? (Word, Excel etc.) Are you happy to take on a 6 month contract to cover maternity for a global engineering firm? Are you looking for a varied role supporting the engineering team on a variety of bespoke manufacturing projects? Do you want to work for a true of a kind design and manufacturer of bespoke products that operate in over 50 countries?

If so, we are seeking a Support Administrator on an initial 6 month contract to cover maternity for a global design and manufacturing client of ours that supply globally based near Southampton.

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Essential Requirements / Experience:

- Strong administration experience / skills
- Fluent and familiar with Microsoft packages such as Word, Excel etc.
- Logical mindset, organised and strong communication skills required

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Salary Package

· Competitive annual salary circa £23-£28k

· 6 month contract

· Flexi-time / Flexible working hours

· Based near Southampton

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The Role

I am looking for an Administrator supporting the engineering team with structuring documentation and administrative tasks

Other duties including scanning, compiling documents, document creation / management using the normal MS Office programs.

If you are an experienced Administrator with good Microsoft skills looking for a challenging opportunity for a global leader in their field, please APPLY NOW!

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