

Temporary Administrator

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Company: Fresh Recruit Ltd

Location: Hitchin

Category: management

Temporary Invoicing Administrator, Hitchin

£12.00 per hour

One of our well-established clients in Hitchin is looking to have an ongoing temp to help with their backlog of invoicing.

You will have worked within a business admin role and have experience of CRM systems and ideally SAP.

You must have the ability to work within a team environment and be happy to answer the phone and take messages if need be.

Hours: Monday to Friday 8.30am – 4.30pm

There is a possibility of a permanent job offer for the right candidate.

It is with regret that we are unable to respond personally to each individual application due to the high volume of CVs we receive on a daily basis. However, if you have not heard from us within 7 days, please take it that your application has been unsuccessful on this occasion.

This vacancy is being advertised by Fresh Recruit Ltd who are acting as an employment agency business.

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