



ADMINISTRATOR

Barnetby – Industrial Services Division

Reporting to the Project Manager you will be required to provide general administrative support and deal with enquiries from colleagues and clients. You will also be required to assist the Senior Operations Manager in producing tender documentation, take minutes of meetings, process wages, annual leave and personnel records and handle petty cash.

You must be computer literate, have good administration skills and excellent communication skills both verbal and written. Working to tight deadlines you must have the ability to work under pressure and to plan, organise and prioritise your workload.

If you are interested in the above vacancy, please email your CV to hr@deborahservices.co.uk.

Deborah Services is an equal opportunities employer.

