Role: Administration Assistant

Employment Type: Part Time
Location: Aldermaston, Reading
Industry: Construction / Hire

Role Responsibilities
• Running and sending client reports
• Data input
• Suppliers reports to be cross referenced
• Queries to be raised and dealt with
• Fleet reminders
• Allocating fleet certificates correctly

Preferred Candidate
• Good knowledge of Microsoft packages, and computer skills in general
• Ability to learn and adapt
• Using your own initiative will be important aspects of the role, so you
should be proficient at these skills

How To Apply
Please contact della.butler@toolhirecentre.com with your CV and contact details or for further
details about the job.