

EMAIL ADMINISTRATOR REQUIRED

FULL TIME – WINDSOR

We are urgently looking for an Office Administrator to join our friendly team. We're looking for someone with a good command of the English language, together with a polite & friendly telephone manner. Experience using MS Office and Outlook is essential

This is a very busy and demanding role that will include managing our email booking system and entering these details on to our in-house system from our corporate & private clients

Experience in this type of role would be an advantage, but not necessarily essential, as full training will be provided for the right candidate, together with a competitive salary.

Immediate start available. Hours of Work: 8.30am - 5.30pm Monday to Friday

Salary: £18,000 - £23,000 p.a

If you feel you are the ideal candidate to join our team then please email your CV