

Biton System Consultants Limited

Administration Role

Location – Chelmsford, Essex

- Salary: £ Negotiable.
- Hours: 9.00 am to 5.30 pm Monday to Friday.
- Educated to A level standard, preferably in Maths and/or Science.
- Must be computer literate and proficient in Microsoft Office (particularly Excel), and the Internet.
- Must have a high level of numerical skills.

Job Specification

- Working alongside our client support team.
- Answering the telephone and logging client queries.
- Taking client requests for work.
- Producing timesheets.
- Evaluating consultants' performance.
- Some P.A. work for the Managing Director.

Attributes

- Articulate.
- High level of integrity.
- Reliable.
- Honest and trustworthy.
- Able to work well both as part of a team and individually.

To apply for this position please send your CV to laura.carson@biton.com, quoting reference BSCL/ADMIN - 10/07.