Job Title: Administrative Assistant

Location: Manchester, UK

Salary: £18,000 - £22,000 per annum, depending on experience

Our client is a leading technology company based in Manchester and they are currently seeking an Administrative Assistant to join their team. The successful candidate will be responsible for providing administrative support to the business and ensuring the smooth running of the office.

Key Responsibilities:

* Answering and directing incoming calls and emails
* Greeting visitors and directing them to the appropriate person or department
* Ordering office supplies and maintaining inventory
* Booking travel arrangements and accommodation for staff
* Preparing documents, presentations and reports as required
* Assisting with general administrative tasks, such as filing, photocopying and scanning

Skills and Experience:

* Previous experience in an administrative or support role
* Strong communication and interpersonal skills
* Excellent organisational and time management skills
* Proficient in using Microsoft Office and other office software
* Ability to work independently and as part of a team
* Good attention to detail and the ability to work accurately under pressure

Qualifications:

* GCSEs or equivalent qualifications in English and Maths

If you are interested in this opportunity and meet the above criteria, please submit your CV and covering letter.