Job Title: Administrator

Location: Bristol, UK

Salary: £20,000 - £24,000 per annum, depending on experience

Our client is a leading construction company based in Bristol and they are currently seeking an Administrator 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
* Coordinating meetings and appointments for staff
* Maintaining accurate records and filing systems
* Assisting with data entry and updating databases
* Ordering office supplies and maintaining inventory
* Assisting with general administrative tasks, such as 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.