

# EGA CONSULTING ENGINEERS LTD

Suite F2  
Priory park  
Beech green lane  
Withyham  
Hartfield  
TN7 4DB  
21 July 2014

## **Administrative assistant wanted**

**Administrative Assistant Job Purpose:** Assistance with day to day bookkeeping, filing and other administrative roles.

### **Administrative Assistant Job Duties:**

- Help with implementation of our invoice recovery program.
- Filing and budgeting.
- Marketing.
- Provides information by answering questions and requests.
- General administrative tasks.

**Skills/Qualifications:** Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analysing Information , Professionalism, Problem Solving, Inventory Control, Verbal Communication.

Salary negotiable.

For more information please contact **Gatu on 01892 771 131**

Kind regards



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