

Job summary

Job ID

10322031

Posting Date

23/09/2014

Company

JM Electrical Testing Services Ltd

Location

UK-Scotland-Edinburgh

Industries

Business services - other

Job type

Full time

Years of experience

1+ years

Career level

Experienced (Non-Manager)

Education Level

GCSE / Scottish or equivalent

Salary

16,900.00 per year

Application methods

Email: gordonbrown@etstesting.co.uk

JM Electrical Testing Services Ltd

Administrative Assistant

Job description

Admin Assistant

Edinburgh

Busy Leith based office require an experienced administrator to support staff and management where you will be working to varying deadlines and managing your own workload.

You must have high accuracy skills, pay great attention to detail and be flexible in your work.

Hours of work are 9am – 4.30pm Monday to Thursday and 9am – 3pm on Friday

Salary: £16,900 per annum

Duties to include typing and data processing.

Good working knowledge of Microsoft word & excel is essential for this role along with interpersonal skills and a good telephone manner.