

VACANCY DETAILS

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| Job Title: | WER967 Admin Assistant |
| Nature of the Vacancy (Temporary or Permanent): | Permanent |
| Number of positions to be filled: | Two |
| Location: | Neilston |
| Number of days per week: | 5 |
| Number of hours per week: | 40 |
| Salary/Wage: | £21,000 per annum |
| Training | provided |
| Application required (CV or employer's own application form) | Please provide CV |
| Closing date for applications: | 13/05/2022 |
| Anticipated start date: | 23/05/2022 |
| Additional information: | |

Main duties/responsibilities:

J & M Murdoch have been providing transportation, waste management, disposal and recycling services to central Scotland for over 50 years. We are recruiting for two full time Admin Assistants to join our team.

Location: Crofthead Mill, Lochlibo Road, Neilston, G78 3NE

Hours: 40 hours Monday to Friday

Wage: £21,000 per annum

Admin Assistant role:

You will be answering telephones and responding to emails.

Booking orders onto the in-house computer system

Processing paperwork for jobs completed

Scanning and filing

General administrative duties.

In house training will be provided on systems used and relevant paperwork.

Experience in the use of Microsoft Office is desirable

Additional Information:

If you are interested and would like to apply then please send your CV for the attention of: Helen Adams at: h.allan@jmmurdoch.com