

## Job Description

<b>Date</b>	18 / 02 /09
<b>Category</b>	Business Administration
<b>Location</b>	East Hull Village – HU12
<b>Job Description</b>	Dealing with enquires , processing orders and general administration for an Internet based company . Looking for a friendly adaptable team player to join a small workforce and help a busy and successful company progress.
<b>Skills required</b>	Very good communications , confident in the use of IT and the internet , friendly and flexible personality .
<b>Reference</b>	