

Job Description

Date	24.2.09
Category	Business Admin Trainee
Location	Hessle – HU13
Job Description	International company based in West Hull require a career minded individual to train in all aspects of administration. Duties will include processing invoices, data input, faxing, filing and other office duties.
Skills required	Ideally an A level standard of education, computer literate, numerate and motivated.
Reference	SF08