JKR
Contractors Ltd



WE'RE HIRING!

Office Junior Administrator

JKR Contractors Ltd is looking to recruit an enthusiastic and organised Office Junior Administrator to join our team.

This is a varied role, providing general administrative support across the business, with plenty of opportunity to learn new skills and gain valuable experience.

Key Responsibilities

- Providing administrative support across the company.
- Assisting with filing, scanning and maintaining records.
- Data entry and updating company systems.
- Preparing documents, reports and correspondence.
- Answering telephone calls and responding to enquiries.
- Supporting various departments with day-to-day administration.

About You

- Organised, reliable and enthusiastic with a positive approach to work.
- Good communication skills.
- Confident using Microsoft Office, including Word and Excel.
- Good attention to detail and willingness to learn.
- Previous office experience would be beneficial but is not essential.

Location

Ellon, Aberdeenshire (AB41 8YX)

Due to our rural location and lack of public transport links, applicants must have access to their own transport.

What We Offer

- ✓ Company pension scheme
- ✓ Private healthcare
- ✓ Training and development opportunities
- ✓ A varied role within an established and growing company

Interested?

Send your CV to **info@jkrcontractors.com**