



Administrator

Cambridge £22-24K

Are you a self-motivated, diligent and highly organised administrator looking to further develop your skills? Do you have excellent attention to detail, the ability to multi-task and prioritise your own workload? We have an excellent opportunity for you to join us and work in a supportive, friendly and professional environment.

About Bridge Partners

Bridge Partners are widely regarded as Cambridge's leading supplier of outsourced IT support. We provide remote and onsite support to some fantastic businesses in Cambridge, London and around the world.

The role

- ▶ In this challenging and varied role, you will be supporting busy teams by reducing their administrative workload and improving process
- ▶ Obtaining quotes, purchasing, monitoring stock levels and renewal agreements
- ▶ Reviewing and standardising documentation
- ▶ Undertaking reporting & scheduling functions to ensure the smooth running of the team
- ▶ Answering the phone, dealing with deliveries and answering office queries

What we need from you

- ▶ You will have strong experience (ideally 2 years minimum) in a similar professional services' administrative role
- ▶ You should be able to demonstrate a meticulous approach to your work and the ability to prioritise your own workload
- ▶ You should be comfortable with adapting to changes in the working environment and be able to gain a strong understanding of departmental processes.
- ▶ You will need to be adept at working confidently in a fast-paced environment, as well as having the ability to confidently use Microsoft Office

What's in it for you?

- ▶ Great benefits including profit share & BUPA Diagnostics
- ▶ Good location with free parking or a short walk to Cambridge North station
- ▶ Free coffee, drinks, fruit and snacks (occasionally cake)
- ▶ Great team support to help you learn quickly

If this Administrator role sounds like you, then start your journey with the Bridge Partners family by sending your CV and cover letter to jobs@bridgepartners.co.uk