



Date Posted: 29.09.11

OFFICE CLEANER / RECEPTION COVER / ADMINISTRATION SUPPORT

Location: Nuneaton Office

We are looking to recruit a Cleaner / Receptionist / Administrator for our Nuneaton office.

The hours of working will be Monday to Friday, 9.00am to 5.30pm with one hour for lunch.

The role will include cleaning the offices in the morning and covering for reception and carrying out administrative duties for the remainder of the day.

If you are interested in applying for this position, please email sushila.jones@alsterskelley.com with a covering letter and CV or download and submit our application form.