

Vacancy Information Sheet

Employer details Including address	Computer Cab (Liverpool) Ltd 5-7 Falkland Street Liverpool L3 8HB
Job title	Administrative Assistant
Rate of Pay	£20K PER ANNUM
Contracted Hours/ Working Pattern	Monday – Friday – 9am-5pm
Job Description	<p>Admin Assistant available. Full Time.</p> <p>Monday – Friday (9am – 5pm) – may be slight changes due to needs of business.</p> <p>Position for day to day support for a busy City Centre Taxi Company.</p> <p>Working with Operations Manager responsible for work sent through the booking and dispatch system to drivers, through to processing driver payments and invoicing customers.</p> <p>Day to day resolution of driver queries also required in regard to payments and other queries over the admin telephone line and at the office.</p> <p>Setting up new drivers.</p> <p>Customer queries in regard to finance but also service.</p> <p>Invoice Queries.</p> <p>Appointment making for Sales Manager.</p> <p>This is a varied role with lots to learn across different operating systems with knowledge and proficiency in Excel essential.</p> <p>Experience in a busy office environment desirable.</p> <p>Expected Start Date: ASAP</p> <p>Job Types: Full-time, Temporary</p> <p>Salary: £20,000.00 per year</p>

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Minimum experience and/or qualifications	Experience in a busy office environment desirable
Additional Information	
How to apply	CV to admin@comcab-liverpool.co.uk
Closing Date	30 th September 2021