

VACANCY OPPORTUNITY



**KEY CLIENT LIAISON OFFICER/ADMINISTRATOR
COVENTRY, WEST MIDLANDS
NEGOTIABLE ON EXPERIENCE EXCEEDS NAT MIN WAGE
40 PER WEEK, MONDAY-FRIDAY, BETWEEN 6AM-6PM
PERMANENT**

Previous experience in a transport or coach business would be an advantage. Must have a good knowledge of Microsoft Word, Excel and Outlook. Knowledge of SAGE or other accounting system in addition to payroll administration is essential. Must be well organised and be able to work under own initiative, be self motivated, have excellent interpersonal skills and be client focused. Duties involve being the key liaison officer managing the relationship with the client and acting on their requirements. Applicant will be reporting to the Business manager and deputising in their absence. Some marketing, business development and IT roles will be required. Working on the Binley Industrial Estate...

VAC REF CFA/39542

Please telephone 07920 450055 or 07825 732327