

CGDM Construction

Trainee Accounts Administrator
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We are an award-winning company that prides itself on delivering excellence in construction and professional fit-out solutions across a range of sectors.

Through a solutions' delivered approach, our team of industry professionals consistently provide exceptional levels of service that combine quality, value and the highest possible standards to ensure we deliver on time, every time.

Due to sustained success and growth, we are looking for a highly motivated Trainee Accounts Administrator to join our finance and admin team.

The ideal applicant will be able to demonstrate the following:

- 5 GCSE's to include Maths and English (or equivalent)
- Previous administrative experience gained in a busy office environment.
- Good communication and organisational skills
- Working experience of IT, including MS Word, Excel and Outlook
- Experience of computerised accounts would be beneficial but not essential.

In return we offer unparalleled career opportunities and a comprehensive training and development programme along with a competitive remuneration package.

If you would like to be a part of our success, please forward an up to date CV and Covering letter.

Closing date for all applications is 5:00pm on Friday 1st February 2019. No late applications will be accepted.

CGDM Construction is an Equal opportunities employer