

Junior Project Administrator

Leeds

Salary: £11,500 - £13,500 depending on skills and experience



Full Time: 9.00 a.m. – 5.30 p.m. Monday/Friday, based on the Ring Road in North Leeds

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cda is a medium sized consultancy specialising in HR and development solutions. We produce bespoke solutions for an enviable portfolio of clients.

We're looking for a **Junior Project Administrator** who is looking to work in a challenging environment. We're looking for someone with a good working knowledge of Microsoft Office packages and enjoys being creative. This is a great role for someone who has excellent IT skills and who is looking to build on administration experience within a professional environment. S/he must have superb attention to detail, possess a helpful and 'can do' approach, good written and verbal communication skills and the ability to cope under pressure.

This role would ideally suit someone who has recently left (or who is due to leave) College after completing a skills course or someone with one or two year's work experience. Full training will be given in office tools and procedures.

If you're interested in joining this small, friendly yet highly professional team, then send your CV together with a covering letter outlining your experience and or tested skill level i.e. beginner/intermediate/advanced in Microsoft Word/PowerPoint/Excel, together with any other software qualifications via email to: Janet.whitehead@cdaperform.co.uk. Telephone: 0113 2733273

cda are an Equal Opportunity employer.

