

Agency Support Administrator

We have an excellent opportunity for an Administrator to join our Agency Support Team.

The role is Monday-Friday, 09:00-17:30 and the salary is £25,000 per annum. Hybrid working of 2 days working from home per week is offered following probation.

Main responsibilities:

- Undertaking administration tasks for our Agency Support Team
- Maintaining and updating information within our internal databases
- Liaising with external and internal parties by phone and email to resolve queries
- To ensure compliance processes are followed at all times

Minimum requirements:

- Experience in an administration based role
- Strong organisation skills
- Excellent attention to detail
- Positive can do attitude
- Punctuality and reliability
- Ability to work effectively in a team
- Ability to communicate information in a clear manner to clients, contractors and colleagues
- Basic I.T. skills with the ability to learn and operate relevant computer systems

Why work at PayStream?

We are a growing organisation with an excellent working culture. We pride ourselves on our people. In return for your hard work we offer the following company benefits:

- Great Place To Work Certified!
- 23 days annual leave (plus bank holidays) which increase with length of service
- Your birthday off
- Salary reviews every February
- Amazing monthly company social events and rewards (just look at our website and Facebook page!)
- Cycle to Work scheme

- Casual dress everyday
- Enhanced maternity/paternity benefits
- Professional qualification financial support
- Up to 6 days paid study leave for professional qualifications
- Long service awards
- Training and personal development
- Personal accident cover
- Free fresh fruit and refreshments
- Free flu vaccinations
- PLUS, our fantastic Christmas party!

...and a fantastic working environment! If you match the profile and would like to be part of the team please apply now by sending in your CV to careers@paystream.co.uk