

Office Administrator for Central London Dental Laboratory

Full Time position duties to include:

- Control flow of work in and out of the laboratory
- Stock control
- Invoicing
- Deliveries and collections of work within local area

Must have a good understanding of written and spoken English and a good standard of education. Good telephone skills. Must be able to work as part of a team.

Benefits include: -

- Salary negotiable.
- 20 days paid annual leave plus Public Holidays.
- Holiday and Christmas bonuses.
- Private Health Insurance.

For further information contact Nicola Little at:

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