

# Administrative Assistant

**Job type:** Full time

**Location:** Peterborough

**Salary:** £15,000 - £18,000 per annum (DOE)

Data Interchange is a leading provider of electronic data interchange (EDI) and eBusiness integration solutions to over 4,000 global organisations, providing critical functionality for managing communications and data transformation.

We are looking to recruit an Administrative Assistant to join our current team in supporting our UK and overseas companies within the Group. You will support colleagues, and valued customers both on the phone and in person. You will have the opportunity to take on some finance duties, assist with internal meetings and keep the administration function at Data Interchange running smoothly.

## **The successful Administrative Assistant will show us:**

- Experience of working in a busy administrative office
- Computer literacy
- Ability to work on own initiative as well as part of a Team
- Experience of Microsoft packages
- Strong communication and interpersonal skills
- Professional attitude

## **We would also like you to be:**

- Well organised
- Team-focused
- Proactive with a keen attention to detail
- Committed to first class customer service

## **Alongside a competitive salary and benefits, we also offer the following:**

- Individual training budgets
- Company pension
- Free parking
- Subsidised staff social events
- Games room

Please note that the working hours for this role are: 09:00 - 17:30, Monday to Friday.

To apply for this position, please forward a copy of your CV and covering letter to [careers@datainterchange.com](mailto:careers@datainterchange.com)