

## Administrator (1 Year Fixed Term Contract Maternity Cover)

### Advertisement

NOTE is one of northern Europe's leading contract manufacturing providers for electronics and complete products operating nine sites around the world with three in the UK.

This is an exciting opportunity to join our friendly team in Windsor. This is a varied position however the main purpose of this role is to look after all the HR tasks and assist with Finance. This includes all stages of the recruitment process and maintaining the HR database. In addition, you will be working closely with the senior team to organise meetings and hotel bookings and run month end reports. Another element of this role is to monitor the accounts mailbox and inputting the supplier invoices daily into the system.

We are committed to continuous improvement. Our people and the people we engage with are the pulse which forges a sustainable, successful and reputable organisation.

If you are an experienced administrator looking for your next challenge, live local to Windsor and have experience in HR and Recruitment then this could be your perfect opportunity.

If you would like to know more, please visit our web site and take a look at the job specification:

[www.note-uk.co.uk/jobs](http://www.note-uk.co.uk/jobs)

There you will find much more information about us and the role.

If you wish to apply

Either:

Email us at [jobs.windsor@note-ems.com](mailto:jobs.windsor@note-ems.com) with the following attachments:

- a completed application form (available on the website)
- an up-to-date CV
- a specific covering letter making it clear why you are right for this position.

Or

use the online application form attaching your CV at [NOTE Windsor Job Application Form](#)