



JOB DESCRIPTION

Database Administrator - Meridian Business Support UK

£11.25 per hour
Full time, Temporary

Administrator roles available working for a global digital solutions company on an ongoing basis with potential permanent opportunities! Working Monday to Friday AM or PM shifts with free onsite parking and good public transport links!!

Shifts Available: Monday to Friday

AM: 6am-2pm (0600-1400)

PM: 2pm-10pm (1400-2200)

Pay Rate:

AM: £11.25 per hour

PM: £11.25 per hour + £15 per shift allowance (£13.13 per hour)

As Administrator you will be working in an office environment as part of a team supporting a large, prestigious government project!!

Your role will involve the following:

- Receiving and opening confidential documents
- Batching, registering, validating and scanning them into the database
- Checking inbound mail for any threats
- Completing quality checks to ensure image and index quality of documents is in accordance with SLAs

We are really keen to hear from applicants with the following:

- Excellent IT skills with familiarity of using MS Office
- Some previous experience working as Administrator ideally
- Good data entry skills
- Any knowledge of scanning documents would be useful
- Experience of working of targets
- Prior customer facing experience is required as you will be working on a client site
- Excellent attention to detail is required to quality check information and photographs
- Administrator roles include the following benefits:
 - Free Onsite Parking
 - Good public transport links
 - Modern, Welcoming and Positive Working Environment
 - Long Term Opportunities
 - Full training provided – “buddy system” with an experienced Administrator and full induction training in place
 - Online payslips
 - Weekly pay
 - DBS Check - Cost covered by Meridian Business Support
 - A friendly and helpful Meridian team to support you with any queries at any time