

**Hiring organization**

T&K Associates

Employment Type

Permanent

Job Location

Ashby-de-la-Zouch

Working Hours

Monday – Friday 9am-5pm

Base Salary

£ 26,478.40

Date posted

October 7, 2026

Administrator

Description

Due to exceptional growth, T&K Associates are currently recruiting on behalf of our client in **Ashby-de-la-Zouch** for an **Administrator** to join their expanding team on a **permanent** basis.

Reporting directly to the Operations Director, you will play an integral role within this growing business, with excellent opportunities for training, development and career progression for the right candidate.

The role will initially focus on data entry and inputting information accurately into company systems. As your skills and experience develop, you will be trained across a wider range of administrative responsibilities, providing you with the opportunity to take on additional duties and progress within the business.

There will also be an element of customer service involved, including telephone communication with customers and clients. Therefore, a polite, professional and confident telephone manner is essential.

This is an excellent opportunity for someone looking to build a career within administration and become an important part of a growing and developing organisation.

Job Benefits

- Free car parking
- Pension
- Life cover
- Growing benefits

Qualifications

High level of attention to detail is key, with the ability to accurately handle and process important and sensitive data.

Contacts

This is an excellent opportunity to join a great Company. If you are interested in the above role as **Administrator** and would like to join a friendly team, then please apply by sending your CV today.