



Reprographics, Facilities,
IT & Business Support Staff

020 8303 2525 

Title: Temporary Facilities Assistant (3 Month booking)

Location: Norwich

Hours: Days

Job Ref: 5339

Pay rate: Competitive

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Our client based in Norwich is looking for an **organised** individual to temporarily join their facilities and post team. The successful candidate will have **experience in post** and will demonstrate excellent communication skills.

Candidate Responsibilities:

- Assisting with the **setting up of meeting rooms** for various functions
- Dealing with all **incoming** and **outgoing** post
- Administrative duties such as **filing, photocopying** and **scanning**
- Providing outstanding customer service to all visiting clients

Candidate Requirements:

- Confident approach to work, a positive can do attitude is essential
- **Experience in a similar role**
- **Able to multitask** and manage time effectively

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