

JOB SEEKER'S RECORD

[JOB] [WEBSITE] [JOB ID] [JOB REF] [TIME]

Immigration Associate
Posted by JAM Recruitment Ltd. Job Ref: BBBH780741CV_1776191778
Job Type: Permanent
Salary: £Negotiable + Bonus + Benefits
Location: London, Contact Name: Andy Shaw
Contact Company: JAM Immigration Recruitment
Date Applied: 15/04/2026 (06:15)

Regional Administrator
Posted by TRI Consulting Ltd.
Job Ref: 524256
Location: London
Date Applied: 14/04/2026 (09:53)

Property Administrator
Posted by Amarval Partners Ltd.
Job Ref: PA/TH
Salary: £28,000 - £30,000/annum Negotiable depending on experience
Location: Waltham Forest, Greater London
Date Applied: 13/04/2026 (00:10)

Document Controller
Posted by Cityscape Recruitment. Job Ref: DC - 001
Salary: £40,000 - £44,000/annum
Location: Watford, Hertfordshire
Cityscape Recruitment
Date Applied: 12/04/2026 (05:53)

School Administrator
Posted by Tempest Resourcing Limited. Job Ref: SA01_1773764131
Salary: £19 - £22/hour
Location: East London, London
Tempest Resourcing Limited
Date Applied: 11/04/2026 (05:53)

Document Controller
Posted by RTL Group Ltd.
Job Ref: HV Doc Controller
Location: London
Date Applied: 10/04/2026 (01:25)

Office Administrator
Posted by ProSys International Ltd
Job Ref: Office Administrator
Location: London
Date Applied: 09/04/2026 (00:19)

Sales Administrator
Posted by Pertemps. Job Ref: 447106393
Salary: £25,000 - £27,000/annum
Location: London
Temporary Role
Date Applied: 08/04/2026 (09:30)

Payroll Administrator
Posted by ERSG Limited. Job Ref: PA1_1773673060
Salary: £25,000 - £27,000/annum
Location: Bromley, London
Date Applied: 07/04/2026 (16:25)

Payroll Administrator
Posted by Portfolio Payroll Limited. Job Ref: 512660C_1773662831
Salary: £30,000 - £35,000/annum
Location: Wembley, London
Date Applied: 06/04/2026 (01:10)

Recruitment Administrator
Posted by Carbon 60. Job Ref: BBBH175551_1773659109
Salary: £39,000 - £40,000/annum
Location: Feltham, London
Date Applied: 05/04/2026 (02:10)

Paralegal Assistant
Posted by Elite Hiring Solution. Job Ref: Paralegal Asst-EHS
Salary: £24,000 - £28,000/annum
Location: EC1, Farringdon, Greater London
Date Applied: 04/04/2026 (01:17)

Finance Administrator
Posted by Elite Hiring Solution. Job Ref: Finance Admin-EHS
Salary: £24,000 - £28,000/annum
Location: EC1, Farringdon, Greater London
Date Applied: 03/04/2026 (11:46)

Sales Admin Support
Posted by Freight Personnel. Job Ref: Broadbean17197_1773426353
Salary: £35,000 - £45,000/annum 25 Days holiday, Pension,
Location: Hounslow, London
Date Applied: 02/04/2026 (08:36)

Finance Administrator
Posted by Office Angels. Job Ref: JN -032026-468610_1773421316
Salary: £30,000 - £32,000/annum
Location: Hendon, London
Date Applied: 01/04/2026 (13:14)

Receptionist - College (Enhanced DBS Adult & Child Required)
Posted by Office Angels. Job Ref: JN -032026-468542_1773403304
Salary: £13.85 - £14/hour
Location: London
Date Applied: 31/03/2026 (00:18)

Administrator
Posted by Huntress. Job Ref: MCS-84667731_1774800006
Salary: £13.84 - £14.00/hour
Location: City of London, London
Huntress
Date Applied: 30/03/2026 (02:25)

Administrator
Posted by Osborne Appointments. Job Ref: Admin
Salary: £27,000 - £30,000/annum benefits
Location: Whetstone
Date Applied: 29/03/2026 (02:25)

Service Desk Administrator
Posted by RGB Network. Job Ref: sefv56
Salary: £26,000 - £30,000/annum PLEASE SEE JOB SPEC
Location: Woolwich
Date Applied: 28/03/2026 (02:25)

Contract Support Administrator
Posted by CBW Staffing Solutions. Job Ref: CS- Canary Wharf
Salary: £40,000/annum
Location: Canary Wharf
Date Applied: 27/03/2026 (03:59)

Recruitment Consultant
Posted by Huntress. Job Ref: jb133_1773398857
Salary: £40,000 - £50,000/annum
Location: City of London, London
Date Applied: 26/03/2026 (01:34)

Registration And Ceremonies Officer
Posted by Guidant Global. Job Ref: BBBH175766_1774021542
Salary: £25/hour
Location: London
Date Applied: 25/03/2026

Contract Support Administrator
Posted by Alex Young Recruitment Limited. Job Ref: 000637
Salary: £36,000/annum company benefits
Location: SE10, Peninsula, Greater London
Date Applied: 24/03/2026 (00:05)

Temp Office Admin

Posted by Uxbridge Employment Agency. Job Ref: JOB-9505

Salary: £14.00/hour

Location: Uxbridge

Date Applied: 23/03/2026 (06:01)

Marketing Assistant

Posted by Adecco. Job Ref: JN -032026-468265_1773313157

Salary: £40,000 - £42,000/annum

Location: London

Date Applied: 22/03/2026 (09:22)

Office Admin Temps

Posted by Hire Ground. Job Ref: Temps

Salary: £14 - £16/hour

Location: EC2R, Coleman Street, Greater London

Date Applied: 21/03/2026 (02:01)

Office Administrator

Posted by Eleveneleven. Job Ref: Eleven2026Admin

Salary: £26,500/annum

Location: Harrow, Greater London

Eleveneleven

Date Applied: 20/03/2026 (01:41)

Sales Administrator

Posted by React Recruitment Ltd. Job Ref: 1350a

Salary: £26,346/annum

Location: Greater London

React Recruitment Ltd

Date Applied: 19/03/2026 (04:57)

Immigration Associate

Posted by JAM Recruitment Ltd. Job Ref: BBBH780741CV_1773740385

Location: London

JAM Recruitment Ltd

Date Applied: 18/03/2026 (07:02)

Sales Administrator

Posted by Perfect Placement. Job Ref: 145735

Salary: £32,000/annum

Location: Tooting Bec

Perfect Placement

Date Applied: 17/03/2026 (03:57)

Internal Sales Administrator

Posted by Premier Work Support. Job Ref: SWROM1902_1771502874

Salary: £28,000 - £30,000/annum

Location: East London, London

Premier Work Support

Date Applied: 16/03/2026 (17:16)

Admin Assistant | PA
Posted by Thinking Search Ltd. Job Ref: AA.LDN
Salary: £24,000 - £27,000/annum
Location: London
Thinking Search Ltd
Date Applied: 13/03/2026 (04:18)

Junior Contract Support
Posted by CBW Staffing Solutions. Job Ref: V-134813
Salary: £30,000/annum
Location: Holborn
CBW Staffing Solutions
Date Applied: 12/03/2026 (03:28)

Document Controller/ Site Administrator
Posted by CSC Recruitment Ltd. Job Ref: RSR456
Salary: £30,000 - £36,000/annum
Location: Farringdon, Greater London
CSC Recruitment Ltd
Date Applied: 11/03/2026 (00:32)

Operations Administration Assistant
Posted by Office Angels. Job Ref: JN -022026-462726_1771408028
Salary: £35,000 - £40,000/annum
Location: City of London, London
Office Angels
Date Applied: 10/03/2026 (03:14)

Supply Chain Administrator
Posted by Matchtech. Job Ref: 601371_1771352774
Salary: £28,000 - £30,000/annum
Location: City of London, London
Date Applied: 09/03/2026 (02:26)

Administrator
Posted by Huntress. Job Ref: MCS-32566621_1771356335
Salary: £13.00/hour
Location: City of London, London
Huntress
Date Applied: 08/03/2026 (00:48)

Senior Team Assistant!
Posted by Office Angels. Job Ref: JN -022026-463285_1771347178
Salary: £40,000 - £45,000/annum Plus Bonus!!
Location: London
Office Angels
Date Applied: 07/03/2026 (03:01)

School Administrator
Posted by Qualiteach Education Group Ltd. Job Ref: LK1523
Salary: £90 - £115/day
Location: Newham, Greater London
Qualiteach Education Group Ltd
Date Applied: 06/03/2026 (01:47)

Graduate Sales Administrator

Posted by Uxbridge Employment Agency. Job Ref: JOB-9485

Salary: £30,700/annum

Location: Uxbridge

Date Applied: 05/03/2026 (02:28)

Site Administrator

Posted by Team-force Labour Ltd. Job Ref: TM-213

Location: Acton

Date Applied: 04/03/2026 (03:43)

Service Desk Administrator

Posted by Uxbridge Employment Agency. Job Ref: JOB-9484

Salary: £28,000 - £30,000/annum Hybrid working

Location: Uxbridge

Date Applied: 03/03/2026 (05:44)

Document Controller

Posted by Falcon Green Personnel. Job Ref: DC0226

Salary: £160 - £200/day

Location: Farringdon, Greater London

Date Applied: 02/03/2026 (01:12)

Inventory Admin Specialist

Posted by Staff-line. Job Ref: 5032162

Salary: £14.93/hour

Location: Central London

Date Applied: 27/02/2026 (06:31)

Compliance Administrator

Posted by Huntress. Job Ref: MCS-0943332_1771279035

Salary: £17.58 - £19.23/hour

Location: City of London, London

Huntress

Date Applied: 26/02/2026 (02:02)

Helpdesk Administrator

Posted by Robert Hurst Limited. Job Ref: GE029

Salary: £25,000 - £35,000/annum Pension, Annual Leave

Location: Romford, Greater London

Robert Hurst Limited

Date Applied: 25/02/2026 (01:04)

Repairs Admin/Schedular

Posted by Fortus Recruitment Group. Job Ref: 1509

Salary: £28,000 - £33,000/annum Van, Fuel and Parking

Location: Harold Wood

Fortus Recruitment Group

Date Applied: 24/02/2026 (00:55)

Repairs Administrator

Posted by Invision Group. Job Ref: INV072
Salary: £30,000 - £35,000/annum + Package + Bonus
Location: Farringdon, Greater London
Invision Group
Date Applied: 23/02/2026 (04:19)

Property Administrator

Posted by Randstad Construction and Property. Job Ref: PR/AD-LRIC/HOL1_1771250706
Salary: £27,000 - £29,000/annum
Location: Croydon, London
Randstad Construction and Property
Date Applied: 22/02/2026 (00:26)

Social Media and Influencer Project Manager - Rapidly Growing Agency.

Posted by RecruitmentRevolution.com. Job Ref: 20016
Salary: £50,000/annum + Benefits
Location: London
RecruitmentRevolution.com
Date Applied: 21/02/2026 (02:11)

Part time Administrator

Posted by Office Angels. Job Ref: JN -022026-464798_1771247834
Salary: £13.00 - £14.00/hour
Location: North London, London
Office Angels
Date Applied: 20/02/2026 (06:51)

Immigration Associate

Posted by JAM Recruitment Ltd. Job Ref: BBBH780741CV_1771234276
Location: London
JAM Recruitment Ltd
Date Applied: 19/02/2026 (21:32)

Junior Payroll Administrator

Posted by ERSG Ltd. Job Ref: JPA1_1768924276
ERSG Ltd
Date Applied: 18/02/2026 (05:02)

Temp Business & Operations Administrator

Posted by Office Angels. Job Ref: JN -012026-460753_1768916961
Office Angels
Date Applied: 17/02/2026 (01:28)

Team Assistant - Financial Services

Posted by Morgan Mckinley (Crawley). Job Ref: JN -012026-1995249_1768901714
Morgan Mckinley (Crawley)
Date Applied: 16/02/2026 (01:58)

Employee Benefit Administrator

Posted by Michael Page. Job Ref: JN -022026-6949118_1771416902
Salary: £45,000 - £55,000/annum
Location: City of London, London
Date Applied: 15/02/2026 (05:12)

Retail Development Coordinator

Posted by Michael Page. Job Ref: JN -012026-6925136_1768857297

Salary: £200 - £225/day

Location: London

Michael Page

Date Applied: 13/02/2026 (05:15)

Recruitment Administrator

Posted by Ritz Recruitment. Job Ref: JL897

Salary: £14.50/hour

Location: London

Ritz Recruitment

Date Applied: 12/02/2026 (02:03)

Administrator

Posted by Cityscape Recruitment. Job Ref: MAINADMIN

Salary: £25,000 - £28,000/annum Training & Development + stability

Location: Kingston upon Thames, Greater London

Cityscape Recruitment

Date Applied: 11/02/2026 (01:05)

Volunteer Support Manager

Posted by THE MARINE SOCIETY AND SEA CADET. Job Ref: MSSC-69_1768835654

Salary: £40,000 - £42,000/annum

Location: London

View cover letter

Date Applied: 10/02/2026 (03:10)

Document Controller

Posted by Michael Taylor Search & Selection. Job Ref: Document Controller Fit Out

Salary: £38,000 - £42,000/annum Travel, Healthcare and Pension

Location: Greater London

View cover letter

Date Applied: 09/02/2026 (00:25)

Payroll Administrator

Posted by Portfolio Payroll Limited. Job Ref: 50967LW_1768832838

Salary: £27,000 - £32,000/annum

Location: Romford, London

Date Applied: 08/02/2026 (06:31)

Part time Administrator

Posted by Remedy Education. Job Ref: AdminparttimeSENSELO_176882868

Salary: £16 - £18/hour

Location: Southwark, London

Date Applied: 07/02/2026 (00:11)

Admin Inventory Controller

Posted by Berry Recruitment. Job Ref: JR1221502/Sutton/DH_1768823613

Salary: £13.90 - £14.87/hour

Location: Chessington, London

Date Applied: 06/02/2026 (04:46)

Sales Administrator

Posted by Gem Appointments. Job Ref: Gem00110
Salary: £24,000 - £25,000/annum
Location: North Acton, Greater London
Date Applied: 05/02/2026 (04:26)

Purchasing Administrator

Posted by Adecco. Job Ref: JN -112025-454588_1768821502
Salary: £23,000 - £26,000/annum
Location: Bromley, London
Date Applied: 04/02/2026 (02:06)

Recruitment administrators

Posted by Pertemps London. Job Ref: 271102799
Salary: £40,000 - £45,000/annum
Location: London
Date Applied: 03/02/2026 (08:25)

Compliance Administrator

Posted by Randstad Construction and Property. Job Ref: COMP?KYC.AD_1768816699
Salary: £28,000 - £30,000/annum Holiday Pay + Pension + Benefits
Location: Croydon, London
Date Applied: 02/02/2026 (03:57)

Compliance Administrator

Posted by Randstad Construction and Property. Job Ref: COMP?KYC.AD/RIC_1768816768
Salary: £28,000 - £30,000/annum Holiday Pay + Pension + Benefits
Location: London
Randstad Construction and Property
Date Applied: 01/02/2026 (04:31)

Purchasing Assistant

Posted by Axiom Personnel Ltd. Job Ref: P/A
Salary: £15/hour Negotiable Dependent on Experience
Location: Barking and Dagenham, Greater London
Date Applied: 31/01/2026 (03:32)

Payroll Officer

Posted by JGA Recruitment. Job Ref: 3513833
Salary: £16 - £25/hour
Location: London, ENG, GB
Date Applied: 30/01/2026 (03:22)

PA/Team Assistant

Posted by Huntress. Job Ref: JN -012026-170098_1768806004
Salary: £35,000 - £38,000/annum
Location: Shepherd's Bush, London
Date Applied: 29/01/2026 (02:23)

Administrator

Posted by Huntress. Job Ref: MCS-86473111_1768806003

Salary: £15.00 - £15.66/hour

Location: South West London, London

Huntress

Date Applied: 28/01/2026 (19:20)

Office Administrator

Posted by Robert Hurst Limited. Job Ref: GE020

Salary: £20,000 - £25,000/annum Company Van, Company Phone

Location: Forest Hill, Greater London

Robert Hurst Limited

Date Applied: 27/01/2026 (16:35)

Office Administrator

Posted by Synapri. Job Ref: Office Administrator

Salary: £21,000 - £25,000/annum

Location: BR1, Bromley, Greater London

Synapri

Date Applied: 26/01/2026 (07:21)

Immigration Associate

Posted by JAM Recruitment Ltd. Job Ref: BBBH780741CV_1768773722

Location: London

JAM Recruitment Ltd

Date Applied: 23/01/2026 (00:56)

Sales Support Administrator

Posted by Recruitment Solutions (NW) Ltd. Job Ref: SSACL

Salary: £32,000 - £34,000/annum

Location: SW11, Clapham Junction, Greater London

Date Applied: 22/01/2026 (04:35)

Conveyancing Paralegal

Posted by Law Staff Ltd. Job Ref: BH-37613

Salary: £25,000 - £28,000/annum

Location: High Wycombe

Date Applied: 21/01/2026 (01:04)

Purchase Ledger Administrator

Posted by Randstad Construction and Property. Job Ref: PL/WC/26_1766395834

Randstad Construction and Property

Date Applied: 20/01/2026 (00:54)

Administrator

Posted by Mark May. Job Ref: Therm

Mark May

Date Applied: 19/01/2026 (04:49)

Admin & Finance Officer (Housing Services)
Posted by Adecco. Job Ref: 8074_1766397512
Adecco
Date Applied: 18/01/2026 (02:22)

Merchandising Admin Assistant Job expired
Posted by Office Angels. Job Ref: JN -122025-457815_1766400232
Office Angels
Date Applied: 17/01/2026 (02:06)

Stock Administrator
Posted by Pin Point Recruitment. Job Ref: SABEKO2111
Salary: £26,000/annum
Location: Beckton, Greater London
Pin Point Recruitment
Date Applied: 16/01/2026 (03:48)

Administrator
Posted by Huntress. Job Ref: MCS-7654311_1765999221
Huntress
Date Applied: 15/01/2026 (01:36)

Interim Accounts Receivable
Posted by Morgan McKinley (London). Job Ref: JN -122025-1993952_1765997707
Morgan McKinley (London)
Date Applied: 14/01/2026 (03:55)

Officer / Advisor
Posted by Red Personnel. Job Ref: 176104361
Salary: £40,000 - £45,000/annum
Location: London
Date Applied: 13/01/2026 (03:30)

Repairs Administrator
Posted by The Oyster Partnership. Job Ref: REPAIRSAD12
Salary: £18 - £22/hour
Location: Tower Hamlets, Greater London
Date Applied: 12/01/2026 (04:27)

Administrator
Posted by Office Angels. Job Ref: JN -122025-457338_1765985966
Salary: £28,000 - £30,000/annum
Location: Hornchurch, London
Date Applied: 09/01/2026 (00:56)

Part-time Temporary Secretary! £20+ per hour!
Posted by Office Angels. Job Ref: JN -122025-457280_1765974752
Salary: £20.00 - £24.75/hour
Location: City of London, London
Date Applied: 08/01/2026 (01:56)

Quantity Surveyor - South London
Posted by Brandon James. Job Ref: DM21014_1765954803
Salary: £45,000 - £55,000/annum Bonus
Location: South London, London
Brandon James
Date Applied: 07/01/2026 (03:02)

PA/ Team Assistant
Posted by Tate. Job Ref: J6780_1765959311
Salary: £38,000 - £40,000/annum
Location: West End, London
Date Applied: 06/01/2026 (03:46)

Student Support Administrator
Posted by Adecco. Job Ref: JN -092025-442288_1765905722
Salary: £18.57/hour
Location: Uxbridge, London
Date Applied: 05/01/2026 (00:14)

Merchandising Administrator
Posted by Adecco. Job Ref: JN -122025-457169_1765899564
Salary: £15.00 - £16.00/hour
Location: London
Date Applied: 04/01/2026 (01:01)

Temporary School Business Assistant
Posted by Michael Page. Job Ref: JN -122025-6906383_1765899387
Salary: £20,500 - £23,400/annum
Location: Sutton, London
Michael Page
Date Applied: 03/01/2026 (01:03)

Helpdesk Administrator
Posted by Invictus Group. Job Ref: HD - Enfield
Salary: £32,750/annum Training + Progression
Location: EN3, Ponders End, Greater London
Invictus Group
Date Applied: 02/01/2026 (02:41)

Assistant to Founder - Temp to Perm
Posted by Office Angels. Job Ref: JN -122025-457110_1765884638
Salary: £18.00/hour
Location: West End, London
Office Angels
Date Applied: 01/01/2026 (02:29)
