

JOB SEEKER'S RECORD

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

Project Quantity Surveyor
Posted by Brandon James
City of London, London
£30,000 - £65,000 per annum
Permanent
Applied 10/08/2026

Associate Quantity Surveyor
Posted by Brandon James
City of London, London
£30,000 - £90,000 per annum
Permanent
Applied 09/08/2026

Team Administration Assistant
Posted by Office Angels
City of London, London
£30,000 - £32,000 per annum
Permanent
Applied 08/08/2026

Assistant IT Coordinator
Posted by Office Angels
London
£25,000 - £28,000 per annum benefits
Permanent
Applied 07/08/2026

Operations Coordinator - Part-time!
Posted by Office Angels
City of London, London
£21 - £24 per hour
Temporary
Applied 06/08/2026

Associate Director - Public Affairs
Posted by Auxato Limited
London
£70,000 - £78,000 per annum
Permanent
Applied 05/08/2026

Interim Compliance Assistant
Posted by Park Avenue Recruitment

City of London, London
£20 per hour
Contract
Applied 04/08/2026

Senior Quantity Surveyor
Posted by Fomac
SW1A, City of Westminster, Greater London
Contract
Applied 03/08/2026

Salesforce Administrator
Posted by Experis
London
Permanent
Applied 02/08/2026

Commercial Admin Support
Posted by WE Talent
KT9, Chessington, Greater London
£35,000 per annum
Permanent
Applied 01/08/2026

Data Officer
Posted by Prospero Teaching
London
£24,598 - £31,060 per annum
Permanent
Applied 31/07/2026

Quantity Surveyor Part 2
Posted by Flagship Consulting
London
£42,000 - £55,000 per annum Benefits Package
Permanent
Applied 30/07/2026

Quantity Surveyor
Posted by Flagship Consulting
London
£45,000 - £60,000 per annum Benefits Package
Permanent
Applied 29/07/2026

Executing the tasks I was given (Part 2).

1). The Civil Service Jobs Website.
Applied for:
Universal Credit Job Centre - EO Recruitment Consultant Role - London (Ref: 770).
Reference number – 472436.
Delegates to: <https://www.dwpjobs-eorecruitment-microsite.co.uk/>

2). Registration required; Registered for current and future vacancies.

<https://dwpjobs-workcoach.tal.net/vx/lang-en-GB/mobile-0/appcentre-14/brand-2/user-1647119/xf-fbd8e7a24391/spa-1/candidate/register>

3). Completed Online test for this job among other things.

Six (6) hours on applying for this job.

Applied 28/07/2026

Assistant Project Manager Construction Consultancy

Posted by Brandon James

London

(Available in other locations)

£35,000 - £45,000 per annum

Permanent

Applied: 28/07/2026

Project Quantity Surveyor

Posted by Brandon James

London

£50,000 - £55,000 per annum Bonus

Permanent

Applied: 27/07/2026

Associate Quantity Surveyor

Posted by Brandon James

London

£80,000 - £85,000 per annum Bonus

Permanent

Applied: 26/07/2026

Graduate Career Coach

Posted by Red 5 People

Kensington & Chelsea

£35,000 per annum

Permanent

Applied: 25/07/2026

Employment Advisor

Posted by Red 5 People

Kensington & Chelsea

£35,000 per annum

Permanent

Applied: 24/07/2026

Recruitment Resourcer

Posted by Fawkes & Reece London

City of London, London

£20,000 - £28,000 per annum

Permanent

Applied: 23/07/2026

Executive Assistant

Posted by CBSbutler
London
Contract
Applied: 22/07/2026

Executing the tasks I was given.

Question: Are there any vacancies at the citizens advice bureau?

Answer: Yes. To request a job pack please email hello@citizensadviceefd.org.uk

I emailed a CV and Cover letter to secure any available job at the citizens advice bureau.

Date: 21/07/2026.

Warehouse Operator
Posted by Spider
SE16, Bermondsey, Greater London
£29,000 per annum
Permanent
Applied: 21/07/2026

Payroll Administrator
Posted by JGA Recruitment
Camden, Greater London
£28,000 - £32,000 per annum
Permanent
Applied: 20/07/2026

Front of House & Administrative Assistant
Posted by Pertemps London
London
£13 per hour
Temporary +1
Applied: 19/07/2026

Collateral Management AVP
Posted by Adecco
City of London, London
Contract
Applied: 18/07/2026

Quantity Surveyor – Prime Residential
Posted by Premises Recruitment Ltd
Belgravia, Greater London
£70,000 - £80,000 per annum (DoE) + Benefits/ Package
Permanent
Applied: 17/07/2026

Quantity Surveyor / Senior Quantity Surveyor - Prime Residential
Posted by Premises Recruitment Ltd
Marylebone, Greater London
£65,000 - £90,000 per annum (DoE) + Benefits/ Package
Permanent
Applied: 16/07/2026

PA / Junior Document Controller
Posted by CSC Recruitment Ltd
Farringdon, Greater London
£30,000 - £40,000 per annum
Permanent
Applied: 15/07/2026

Sales Support Officer
Posted by Pertemps London
West London
£19 - £19.98 per hour
Temporary
Applied: 14/07/2026

Job Title: Not Applicable.
Employer/Agency: Croydon Box Park Job-fair.

Dear London Bridge JCP,
I get paid once every month on the 17th. On the budget of this month's pay, I:

1. Bought a fridge
2. Paid the electricity bill
3. Settled a dispute between myself and Amazon
4. Applied for a Job at indigo Hotel,
5. Dressed smart, travelled to Indigo Hotel,
6. Proved that I was fully qualified for the role,
7. Got demoralised by not getting even a cleaning job at Indigo Hotel.

I feel it is safe to say, that given how effectively I've used up this month's pay, travelling to a job-fair in Croydon, without any guarantee of securing a job, is a bad investment.

However, should such an opportunity arise on or after my next pay, I'll be more than willing to spend time and money travelling on hope alone notwithstanding the devastatingly unsettling possibility of gaining nothing after all that dressing smart and travelling all that journey.

More [Good] reason can be provided upon request.

HR Administrator
Posted by Portfolio HR & Reward
London
£28,000 - £30,000 per annum
Part Time
Applied: 13/07/2026

Admin Assistant
Posted by Teaching Consultancy UK
Wandsworth, Greater London
Contract
Applied: 12/07/2026

Operations Manager
Posted by Sapien
Wandsworth, Greater London
£45,000 per annum

Permanent
Applied: 11/07/2026

Payouts Administrator
Posted by [CBC Resourcing Solutions](#)
Southwark, Greater London
£27,000 - £30,000 per annum Plus fantastic bonus and benefits
Permanent
Applied 01/07/2026

HR Administrator
Posted by [Portfolio Credit Control](#)
London
(Available in other locations)
£42,000 - £45,000 per annum
Permanent
Applied 03/07/2026

Administrative Assistant
Posted by [IDA Recruitment Ltd](#)
W1J, Piccadilly Circus, Greater London
£15.38 - £17.94 per hour
Temporary
Applied 04/07/2026

Admin Assistant
Posted by [Prospero Teaching](#)
Lambeth, London
(Available in other locations)
£95 - £110 per day
Temporary
Applied 05/07/2026

Trainee assistant Estimator
Posted by [Hawkes Resourcing Group](#)
EC2A, Finsbury Square, Greater London
£30,000 - £40,000 per annum plus benefits - DOE
Permanent
Applied 06/07/2026

Document Controller/Administrator
Posted by Daniel Owen Ltd
City of London, London
£150 - £180 per day
Contract +1
Applied 07/07/2026

Payroll Administrator
Posted by [Hays Accounts and Finance](#)
City of London, London
£34,000 - £40,000 per annum £34-40k per annum
Permanent
Applied 08/07/2026

Team Assistant
Posted by [Michael Page](#)
City of London, London
£19 - £22 per hour
Temporary
Applied 09/07/2026

HR Coordinator
Posted by [Rise Technical Recruitment](#)
City of London, London
£32,000 - £40,000 per annum
Permanent
Applied 10/07/2026

Business Administrator Apprentice
Posted 22/06/2026 by Intec Business Colleges
Hammersmith and Fulham, Greater London
£16,000 - £23,000 per annum
Apprenticeship
Applied: 30/06/2026

Part Time Administrator
Posted 08/06/2026 by Arlington Resource Management
London
£30,000 - £35,000 per annum pro rata
Permanent +1
Applied: 29/06/2026

IT Administrator
Posted 15/06/2026 by 83zero Ltd
London
£200 - £250 per day
Contract
Applied: 28/06/2026

Administrator
Posted 16/06/2026 by Velocity Recruitment
W1T, Fitzrovia, Greater London
£150 - £160 per day
Contract
Applied: 27/06/2026

Private Client Legal Secretary/Administrator
Posted 18/06/2026 by Gerrard White
London Bridge
£28,000 - £35,000 per annum
Permanent
Applied: 26/06/2026

University Administrator
Posted 19/06/2026 by Adecco
City of London, London
£17.76 per hour

Temporary

Applied: 25/06/2026

Pay-outs Administrator

Posted 22/06/2026 by CBC Resourcing Solutions

EC3V, Candlewick, Greater London

£26,000 - £28,000 per annum

Job ID: 225276201

Applied: 24/06/2026

Customer Service Administrator

Posted 26/05/2026 by Office Angels

Location: London

Salary: 30000 – 35000 / Annum

Contract: [Permanent]/Temporary

Applied: 23/06/2026

Office Administrator

Posted 27/05/2026 by Eden Brown

Location: City of London

Salary: 35000 – 45000 / Annum

Contract: [Permanent]/Temporary

Applied: 22/06/2026

Customer Service Administrator

Posted 27/05/2026 by Office Angels

Location: London

Salary: £14.80 hr

Contract: Permanent/[Temporary]

Applied: 21/06/2026

School Administrator

Posted: Quali-teach Education Group Ltd

Location: London

Salary: 25000 – 27000 / Annum

Contract: Permanent/[Temporary]

Applied: 20/06/2026

Attended Job Interview at Hotel Indigo London K West Shepherd's Bush. Arrived on time as desired, the entire interview was conducted and ended before 12:30 Mid-day.

I did not mention any qualifications that require Graduate Salary or Post Grad work, they only had a cleaning job available for me and I willingly accepted. I see no reason why I shouldn't land this one. I told them that I don't mind cleaning 14 rooms a day at £14.90 an hour. As long as I'm earning. (19/06/2026)

Administrator

Posted 26/05/2026 by Office Angels

Location: London

Salary: 25000 – 27000 / Annum

Contract: [Permanent]/Temporary

Applied: 18/06/2026

Receptionist And Administrator
Posted 26/05/2026 by Office Angels
Location: London
Salary: 25000 – 30000 / Annum
Contract: [Permanent]/Temporary
Applied: 17/06/2026

Assistant Project Administrator
Posted 27/05/2026 by Michael Taylor Search & Selection
Kensington and Chelsea, Greater London
£25,000 - £27,000 per annum
Permanent
Applied: 16/06/2026

Project Administrator
Posted 27/05/2026 by Michael Taylor Search & Selection
Kensington and Chelsea, Greater London
£35,000 per annum
Per Applied: 15/06/2026manent

Legal PA - Real Estate
Posted 26/05/2026 by Birchrose Associates
West End, London
(Available in other locations)
£45,000 - £47,000 per annum
Contract
Applied: 14/06/2026

Administrator
Posted 26/05/2026 by Huntress
City of London, London
£13.84 - £14 per hour
Temporary
Applied: 13/06/2026

Immigration Manager
Posted 03/06/2026 by Synapri
Salary: £350 - £400 per day
Location: Holborn, Greater London
Synapri
Date Applied: 12/06/2026

Administrator
Posted by: Huntress Job ID: 225152880
Salary: £24000 - £28000/Annum
Location: London
Huntress
Date Applied: 11/06/2026

Office Administrator
Posted by: Cosro Group Limited Job Ref: Cosro Admin
Salary: £25000 - £30000/Annum
Location: London
Huntress

Date Applied: 10/06/2026

Health & Safety Assessor and Admin
Posted 22/05/2026 by Crystal&Co Uk Ltd
HA1, Greenhill, Greater London
£35,000 - £38,000 per annum
Permanent
Date Applied: 09/06/2026

Payroll Administrator
Posted 21/05/2026 by Portfolio Payroll Limited
Location: London
£26,250 - £30,000 per annum
Permanent
Date Applied: 08/06/2026

Executive Assistant
Posted by Adecco. Job ID: 225144682
Salary: £15.10 per hour
Location: London
Adecco
Date Applied: 07/06/2026

School Administrator
Posted by Pertemps Education Network. Job Ref: HM-47
Salary: £15 - £16/hour
Location: London
Pertemps Education Network
Date Applied: 06/06/2026 (01:53)

Office Manager
Posted by Pear Recruitment. Job Ref: 16668
Salary: £30,000/annum
Location: Clapham Common, Greater London
Pear Recruitment
Date Applied: 05/06/2026 (03:20)

Administrator
Posted by Huntress. Job Ref: MCS-654311_1779356397
Salary: £17.58 - £19.23/hour
Location: City of London, London
Huntress
Date Applied: 04/06/2026 (05:24)

Project Administrator
Posted by Michael Page. Job Ref: JN -052026-7021663_1779292750
Salary: £32,000 - £35,000/annum
Location: London
Michael Page
Date Applied: 03/06/2026 (01:06)

Events Manager - Join The Luxury Hospitality & Events Venue
Posted by RecruitmentRevolution.com. Job Ref: 20175
Salary: £40,000/annum DOE + Benefits

Location: N1, Caledonian, Greater London
RecruitmentRevolution.com
Date Applied: 02/06/2026 (01:45)

Administrator
£23,000 per annum
Applied 01/06/2026
Blue Arrow
Location: Croydon London
Posted by Blue Arrow

HR Administrator
£14.42 - £15.38 per hour
Applied 30/05/2026
Location: London
Posted by Adecco

Administrator
The rate of pay is £14.07 per hour.
Applied 29/05/2026
Location: London
Posted by Staffline

Personal Assistant
£180 - £250 PD (umbrella) | 3 – 6 Month Contract
Applied 28/05/2026
Location: London
Posted by Insight Select

Customer Service Administrator
Posted by Optima Recruitment. Job Ref: JDS/5467
Salary: £25,500 - £27,500/annum
Location: KT9, Chessington, Greater London
Optima Recruitment
Date Applied: 27/05/2026 (00:40)

Sales Administrator
Posted by Your-Recruit. Job Ref: LN18802
Salary: £27,000 - £28,000/annum Pro rata
Location: CR5, Coulsdon, Greater London
Your-Recruit
Date Applied: 26/05/2026 (14:58)

Customer Care Advisor
Posted by Pertemps London. Job Ref: 775112469
Salary: £14/hour
Location: Kew
Pertemps London
Date Applied: 25/05/2026 (15:44)

Office Administrator
Posted by Spark Alliance UK. Job Ref: Office Administrator
Salary: £28,000 - £34,000/annum

Location: Putney, Greater London
Spark Alliance UK
Date Applied: 24/05/2026 (17:18)

School Administrator
Posted by Office Angels. Job Ref: JN -052026-474998_1777652938
Salary: £16.00 - £18.00/hour
Location: Catford, London
Office Angels
Date Applied: 23/05/2026 (17:18)

School Administrator
Posted by Remedy Education. Job Ref: schooladminSELondonf_177754008
Salary: £16 - £18/hour
Location: South East London, London
View cover letter
Remedy Education
Date Applied: 22/05/2026 (00:03)

Administrative Assistant
Posted by RecruitmentRevolution.com. Job Ref: 20231
Salary: £25000/annum
Location: London
RecruitmentRevolution.com.
Date Applied: 21/05/2026 (02:10)

Sales Admin
Posted by Michael Page. Job Ref: JN -042026-7006623_1777469066
Salary: £18 - £23/hour
Location: London
Michael Page
Date Applied: 20/05/2026 (02:14)

Office Administrator
Posted by Office Angels. Job Ref: JN -042026-474575_1777468483
Salary: £27,000 - £30,000/annum
Location: London
Office Angels
Date Applied: 19/05/2026 (08:09)

Junior Purchasing Assistant
Posted by Adecco. Job Ref: JN -042026-474475_1777467110
Salary: £14.00 - £15.00/hour
Location: London
Adecco
Date Applied: 18/05/2026 (02:10)

Apprenticeship
Posted by Loughborough Estate Management Board. Job Ref: AP
Salary: £20,000/annum
Location: London
No logo
Date Applied: 17/05/2026 (02:23)

Temporary Part time Office Administrator!

Posted by Office Angels. Job Ref: JN -042026-474349_1777388972

Hourly Rate: £14.80

Location: London

Office Angels

Date Applied: 16/05/2026 (04:51)

Payroll Assistant

Posted by Portfolio Payroll Limited. Job Ref: 51529JM_1777372233

Salary: £26000 - £29000/annum

Location: Romford London

London

Pertemps Heathrow

Date Applied: 15/05/2026 (15.05)

Operations Admin (Nights)

Posted by Pertemps Heathrow. Job Ref: 064102038

Salary: £30,789 - £35,789/annum

Location: Heston

Pertemps Heathrow

Date Applied: 14/05/2026 (02:29)

Executive Assistant / Office Manager

Posted by D R Newitt & Associates. Job Ref: EASD1

Salary: £45,000 - £55,000/annum

Location: London

D R Newitt & Associates

Date Applied: 13/05/2026 (16:49)

Administrator

Posted by Madigan Gill. Job Ref: CK-00030

Salary: £30,000 - £34,000/annum

Location:

Croydon, Greater London

Madigan Gill

Date Applied: 12/05/2026 (01:59)

Administrator

Posted by Attega Group Ltd. Job Ref: JOB-3270

Salary: £25,000 - £26,000/annum

Location: Rainham

No logo

Date Applied: 11/05/2026 (01:58)

Data Administrator

Posted by Finlay Jude Associates. Job Ref: DACM

Salary: £28,000 - £30,000/annum

Location:

Enfield, Greater London

Finlay Jude Associates

Date Applied: 08/05/2026 (00:15)

Data Administrator

Posted by Finlay Jude Associates. Job Ref: Admin Administrator

Salary: £28,000 - £30,000/annum

Location: Einfield, Greater London

Finlay Jude Associates

Date Applied: 07/05/2026 (00:15)

Payroll Specialist | Hybrid | Immediate start

Posted by Office Angels. Job Ref: JCPYCBF_1777301201

Salary: £35,000 - £40,000/annum

Location: City of London, London

Office Angels

Date Applied: 07/05/2026 (00:36)

Admin Administrator

Posted by Alphatech Resources. Job Ref: Admin Administrator

Salary: £30,000 - £35,000/annum

Location: Fulham, Greater London

Alphatech Resources

Date Applied: 06/05/2026 (01:21)

Purchasing Assistant

Posted by Axiom Personnel Ltd. Job Ref: PurchAs

Salary: £15/hour Negotiable Dependent on Experience

Location: Barking and Dagenham, Greater London

Axiom Personnel Ltd

Date Applied: 05/05/2026 (03:08)

PA to Director

Posted by TRI Consulting Ltd. Job Ref: 33-PAD

Salary: £24.55 - £32.46/hour

Location: N1, King's Cross, Greater London

TRI Consulting Ltd

Date Applied: 04/05/2026 (03:01)

Administrator

Posted by Michael Page. Job Ref: JN -042026-7005807_1777408158

Salary: £35,000 - £40,000/annum

Location: City of London, London

Michael Page

Date Applied: 03/05/2026 (03:13)

Receptionist Office Administrator

Posted by IDA Recruitment Ltd. Job Ref: GMR62

Salary: £29,000 - £31,000/annum corporate benefits

Location: SW1E, Victoria, Greater London

IDA Recruitment Ltd

Date Applied: 03/05/2026 (01:56)

Part time Administrator

Posted by Remedy Education. Job Ref: Adminparttimeprimary_177614969

Salary: £15 - £16/hour

Location: South East London, London

Remedy Education

Date Applied: 02/05/2026 (02:17)

Administrator

Posted by Bekk R Solutions. Job Ref: VBAd

Salary: £25,000 - £35,000/annum Package there on

Location: E15, Stratford and New Town, Greater London

Bekk R Solutions

Date Applied: 01/05/2026 (15:23)

Payroll Administrator

Posted by Portfolio Payroll Limited. Job Ref: 51417EB_1776083964

Salary: £18 - £22/hour

Location: East London, London

Portfolio Payroll Limited

Date Applied: 30/04/2026 (15:23)

Part time Temp Administrator

Posted by Office Angels. Job Ref: JN -042026-472245_1776073515

Salary: £14.80/hour

Location: London

View cover letter

Office Angels

Date Applied: 29/04/2026 (04:33)

Receptionist / Administrator

Posted by The Supply Register. Job Ref: HS/HEC/RECEP

Salary: £28,888/annum Benefits

Location: London

The Supply Register

Date Applied: 28/04/2026 (01:27)

Finance Administrator

Posted by Pinpoint Resourcing. Job Ref: HW038437

Salary: £25,000/annum

Location: Hounslow, Greater London

Pinpoint Resourcing

Date Applied: 27/04/2026 (03:28)

Administration Officer

Posted by Hays Business Support. Job Ref: 4787131_1775837257

Location: City of London, London

Hays Business Support

Date Applied: 26/04/2026 (05:24)

Payroll & Pensions Administrator

Posted by Portfolio Payroll Limited. Job Ref: 51402JD_1775751728

Salary: £32,000 - £36,000/annum

Location: Uxbridge, London

Portfolio Payroll Limited

Date Applied: 25/04/2026 (02:55)

Recruitment Administrator

Posted by Uxbridge Employment Agency. Job Ref: JOB-9526

Salary: £12.71/hour

Location: Uxbridge

Uxbridge Employment Agency

Date Applied: 24/04/2026 (03:12)

Sales & Lettings Administrator

Posted by Blue Arrow. Job Ref: JN -042026-128996_1776075981

Salary: £40,000/annum

Location: Lewisham, London

Blue Arrow

Date Applied: 23/04/2026

Payroll Administrator

Posted by Portfolio Payroll Limited. Job Ref: 51205RM_1775745526

Salary: £30,000 - £32,500/annum

Location: London

Portfolio Payroll Limited

Date Applied: 22/04/2026 (11:38)

Administration Support

Posted by YourRecruit . Job Ref: LN18779

Salary: £25,000 - £28,000/annum

Location: SM6, Wallington South, Greater London

YourRecruit

Date Applied: 21/04/2026 (00:01)

HR Administrator

Posted by Office Angels. Job Ref: JN -042026-471903_1775728553

Salary: £30,000 - £33,000/annum

Location: City of London, London

Office Angels

Date Applied: 20/04/2026 (23:57)

Temporary Legal PA

Posted by Birchrose Associates. Job Ref: TLPA_1775727940

Salary: £45,000/annum

Location: West End, London

Birchrose Associates

Date Applied: 19/04/2026 (02:03)

Housing Administrator

Posted by TRI Consulting Ltd. Job Ref: 52589

Salary: £17.69 - £23.42/hour

Location: London

TRI Consulting Ltd

Date Applied: 18/04/2026 (01:35)

Administrator

Posted by TavasTechs. Job Ref: Administrator

Salary: £30,000 - £40,000/annum

Location: Knightsbridge, Greater London

View cover letter

Date Applied: 17/04/2026 (04:02)

Sales Administrator

Posted by Michael Page. Job Ref: JN -042026-6989610_1775576848

Salary: £27,000 - £33,000/annum

Location: Croydon, London

View cover letter

Michael Page

Date Applied: 16/04/2026 (02:03)

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)
