

Administrative Assistant – Fully Remote UK

Description

CV-BRIDGE LTD is hiring an entry-level Administrative Assistant for a fully remote UK-based team. The role supports day-to-day administration, organization, communication, and business processes. **Salary: £34,000-£38,000 per year.**

Responsibilities

- Support day-to-day administrative activities for the remote team.
- Help keep records, communications, and business processes organized.
- Coordinate routine administrative tasks and follow-ups.
- Manage assigned work accurately and within deadlines.

Qualifications

- Strong organization and time-management skills.
- Clear written and verbal communication.
- Reliable and detail-oriented approach to administrative work.
- Ability to work independently in a fully remote setting.

Experience

Entry-level opportunity; the listing emphasizes organization, reliability, communication, and time management.

Skills

Administration, organization, communication, time management, remote work, documentation

Job Benefits

Salary: £34,000-£38,000/year. Fully remote UK-based position.

How To Apply

Apply through the current listing: [Administrative Assistant application](#).

Hiring organization

CV-BRIDGE LTD

Employment Type

Full-time

Industry

Administration / Business Support

Job Location

Remote, United Kingdom
Remote work possible

Date posted

October 5, 2026