



Office Administrator

We are expanding our support function of the business and are seeking an Office Administrator to join our team.

The role will be providing support to ensure the smooth running and optimum performance of the business. Previous administrative experience is essential as is the ability to identify and utilise appropriate technology to improve efficiency within the business.

It is also very important to us that we find the right person that will become part of our friendly team.

Duties will include but are not limited to the following: -

Obtaining quotations from suppliers and raising Purchase Orders

Checking deliveries and delivery notes

Assisting with case studies and company profile

Downloading of Tenders – printing off drawings etc

Creating O&M Manuals

Document control including raising COSHH

Ordering of goods and stationery

Updating of documentation

Answering emails and telephone calls

Ensuring timesheets and vehicle checklists are received from Engineers

Filing, scanning, and uploading various documents onto our cloud-based platform

Undertaking any other reasonable duties as required to support the smooth running of the company

Requirements

At least 2 years administration experience

Strong working knowledge of Microsoft Office

Attention to detail

A flexible, proactive can-do approach.



The ability to prioritise and carry out instructions accurately with attention to detail.

Job Type: Full-time

Benefits: On-site parking