

Fixed Term Contract Office Support Administrator
Crendon Timber Engineering, Exeter

Crendon Timber Engineering is a leading designer and manufacturer of engineered timber products. Operating currently from six sites around the UK, its Timber Engineering business designs and manufactures Roof Trusses.

Role

We are now recruiting for an experienced and proactive Office Support Administrator to provide efficient and effective administrative and accounts support across the site.

Main Duties and Responsibilities

Operations

- Assist with administrative tasks across the site as requested including typing letters, filing paperwork etc.
- Deal with incoming telephone calls and enquiries for the site.
- Ensure all incoming mail is opened (unless marked Private & Confidential), date stamped and delivered in a timely manner to the relevant department / staff.
- Collate production figures and log deliveries onto an Excel spreadsheet on a monthly basis, ensuring the information collected, produced and circulated is accurate.
- Record absence and holiday information onto U-Access/Snowdrop HR system and ensure copies are placed on personnel files and of self-certs and GPs' certificates are sent to HR Manager.
- Ensure stock records are maintained accurately by entering stock, pricing trusses and timber packs
- Deal with queries regarding invoices raised, ensuring calls, emails and queries are responded to in a timely basis.
- Deal with Purchase Orders ensuring invoices are matched to orders, invoice details are input onto Excel spreadsheet for reference and posted to Long Crendon. Copy for site information is filed.
- Responsible for petty cash and all cash transactions are accompanied by relevant receipts/sign off and recorded accurately.

Essential

- Results orientated and able to get it right first time.
- Customer focussed with excellent customer service skills.
- Well-organised and able to work unsupervised and prioritise tasks.
- Good communication skills both written and verbal, and able to communicate effectively at all levels.
- Detail conscious and able to ensure work is completely accurately and within time constraints.
- Previous experience in an administrative role.
- Excellent PC skills.

Benefits

These include:

- Salary dependant on experience
- 30 days holiday (inclusive of Bank Holidays), increasing to 33 following 1 year's full service
- 25 hours per week
- Contributory Stakeholder Pension Scheme
- Life Cover
- Childcare Voucher Scheme

Further Information

The role will be based at Crendon Timber Engineering, Exeter.

Responses (CV's by email preferred)

Email : careers@crendon.co.uk
Contact: Janine Calcutt
Telephone: 01935 314 184
Company Name: Crendon Timber Engineering Ltd

More details about Crendon Timber Engineering can be found at our website:

www.crendon.co.uk