

Administrator, Crendon Timber Engineering, Long Crendon

The Business

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

We are now looking for a talented Administrator to join us at our Piddleshinton site.

The role

You will be responsible for all Administration activity for the Sales and Design team.

What you will be doing

You will ensure that all Customer Enquiries are recorded, that enquiries receive an appropriate response, and that all return dates are met. Ensure that the IT system is kept up to date, and be responsible for housekeeping, and filing. Assist with Marketing and Sales functions, generate enquiries (write introduction letters for example) and prepare Reports. Organise meetings, invite attendees, book rooms, accommodation, and arrange lunches etc.

What we're looking for

If you have previous experience in Administration this could be the role for you. We are looking for a positive, energetic and reliable person, who has high levels of 'attention to detail' and a flair for organising things. You will be polite, courteous and well-spoken, with good levels of numeracy and literacy. Good IT skills would be useful including a good working knowledge of MS Office.

What we can offer

In return for your commitment and experience, we offer:

- Competitive salary
- Contributory stakeholder pension scheme
- 30 days holiday (inclusive of Bank Holidays), increasing to 33 following 1 year's full service
- Childcare vouchers
- Life cover along with the opportunity to work for a reputable company with a strong commitment to customer service.

Hours of Work

Monday to Friday, 40 hours per week.

Further information

Please contact Janine Calcutt for further information on 01935 314 184 or careers@crendon.co.uk