

Administrator, Crendon Timber Engineering, Long Crendon

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

An exciting opportunity has become available for an Administrator to join the team covering a period of maternity leave! The role will be a fixed term contract of 12 months from June 2018.

You will ensure that all production details are compliant to Crendon Timber Engineering standards along with ensuring that all clients receive the necessary documents and details they require. You will also make sure that any questions are dealt with via the correct department. You will maintain the office filing system for client documents and projects, amongst other tasks.

If you have previous experience in an Administration role and have the ability to build and achieve effective working relationships with both internal and external customers, this could be the role for you. We are looking for a driven, energetic and reliable individual, who has high levels of interpersonal skills and the ability to confidently select appropriate methods of communication, dependent on the task in hand.

In return for your hard work as an Administrator, you can expect to receive a whole host of great rewards and benefits which include a competitive salary, 22 days holiday and more! Flexible part time hours will be considered. For more information on the benefits we offer, please visit www.crendon.co.uk!

Please apply by sending your CV and Covering letter to careers@crendon.co.uk.

