



Job Vacancy

Administrator (Maternity Cover)

Location: Piddlehinton, Dorset

Hours of Work: Full Time Maternity Cover – Fixed Term Contract for a minimum of 9 months

Salary: Competitive + Bonus Scheme

The Role

An exciting opportunity has arisen for a proactive Administrator to join the team in Piddlehinton to coordinate the daily running of the branch administration.

Your responsibilities will include:

- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries, including customer queries
- General administration duties and office management as and when required
- Some internal sales duties
- Producing reports as required

Skills Required

- Confident IT user (MS Office)
- Excellent communication skills

What do we offer?

We work hard to continuously improve our reward package, taking into consideration the view of every single employee to make sure we remain an industry leader. Some of the highlights of the fantastic benefits and rewards you can expect include:

- Bonus scheme
- Retail Discounts
- Employee referral scheme

Applications

Please send your CV and cover letter to: andrew.knight@crendon.co.uk

