

Job Vacancy **Office Administrator**

Location: Kirkby-in-Ashfield, Nottinghamshire

Hours of Work: 40 hours per week

Salary: Competitive + Bonus Scheme

The Role

An exciting opportunity has arisen for a proactive Administrator to join the team in Kirkby-in-Ashfield to help co-ordinate the daily running of the branch administration.

Role Responsibility

Your responsibilities will include:

- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries from customers
- General administration duties
- Preparing production paperwork
- Liaise with customers to discuss deliveries
- Producing weekly delivery schedule reports for customers
- Ordering office supplies

Skills Required

Your responsibilities will include:

- Confident IT user (MS Office)
- Excellent communication skills
- Good telephone manner
- Work well in a team

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 alongside a cover letter to: jo.dawson@crendon.co.uk

