

## Job Vacancy Office Administrator

**Location:** East Harling, Norfolk

**Hours of Work:** 27.5 hours per week (full time or extra hours considered),  
Fixed-term contract for 6 months maternity cover

**Salary:** Competitive + Bonus Scheme

### The Role

An exciting opportunity has arisen for a proactive Administrator to join the team in East Harling for a 6 month fixed term contract to help coordinate 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

- 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](mailto:jo.dawson@crendon.co.uk)

