

Job Title

Office Administrator, 40 hours per week

Purpose of the role

To work within the main office providing admin support to the business. The individual will be required to learn Purchasing-Estimating/quoting-order processing and planning. To add additional support to the team and provide cover when required.

Responsibilities

- Daily emails/Queries received and respond in a reasonable time
- Internal stakeholder and customer liaison
- Purchasing
- Estimating/quoting
- Order processing
- Production and load Planning
- General Filing and office duties
- Any other duties as directed by the Office Manager

Person Specification

- Team player.
- Flexible attitude to working hours.
- Excellent communication and conversational skills at all levels (written and verbal).
- Able to work to tight deadlines.
- Excellent IT skills.
- Strong administration organisational skills.
- Keen to learn new skills.
- Professional telephone manner.

Qualifications/Skills

- Experience within an administration role within manufacturing business and with excellent IT skills

Job Types

- Solar Calibre Doors Limited is a producer of quality timber and GRP doors to the new build and trade industry.
- Please note, only applicants with an up-to-date CV will be considered.
- Full-time permanent contract.
- £18720.00 per annum