

Job Title

Production office administrator, 40 hours per week

Purpose of the role

To work within the main office providing admin support to the production team.

Responsibilities

- Daily emails/Queries received and respond in a reasonable time.
- Collect production paperwork from production areas.
- Sort daily/weekly production paperwork.
- Update Team regarding any missing production paperwork.
- Create server folders for production paperwork.
- Scan and file production paperwork across all production area's.
- Produce labels for production.
- Produce signing paperwork for the shopfloor.
- Produce check sheets as required by the control plans.
- General Filing of delivery notes etc.
- Any other duties as directed by the Production Manager.

Person Specification

- Team player
- Flexible attitude to working hours.
- Good communication skills (written & verbal).
- Able to work to tight deadlines.
- Excellent IT skills.

Qualifications/Skills

- Experience within an administration role with excellent.
- 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.

Job Types

- Full-time, 6 months fixed term contract.
- £18,532.80 per annum.