

ADMINISTRATION ASSISTANT PART TIME POSITION

The position is for an organised Administrator who will be required to assist in the daily administration tasks for our Tamworth Branch. This position is accountable to Mr Darren Sanders, Branch Manager and reports to him on a day to day basis.

Location: Tamworth Branch
Monday – Friday 25.00 hours

Your tasks

- Assisting in the Service and Parts departments
- Dealing with incoming phone calls
- Obtaining & Supplying Order Numbers
- Invoicing
- Dealing with invoice queries
- Customer service calls.

Your experience/ skills

- Ability to deal with all levels of customer service and deliver customer service excellence
- Good communication skills
- Ability to work as a team
- Good computer skills, Word, Excel
- Ability to work under pressure
- A strong customer focus and good interpersonal skills
- Able to work unsupervised and to strict deadline
- Flexible, methodical and accurate approach to work

Additional information

For any questions related to this job, please speak to Mr Darren Sanders on + 44 (0)1827 330 100

Application Process

Applications should be submitted to Darren.Sanders@keltruck.com