

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 Willenhall Branch. This position is accountable to Mr Neil Vazey, Branch Manager and reports to Mrs Leanne Rudall, Administration Supervisor on a day to day basis.

Location: Willenhall Branch

Your tasks

- Answering telephones
- Requesting order numbers from customers
- Requesting costs from suppliers
- General Admin duties
- Invoicing (training will be provided)

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 Neil Vazey on + 44 (0)1902 637777

Application Process

Applications should be submitted to Neil.vazey@keltruck.com