

Admin Co-Ordinator

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Company: Dynamite Recruitment

Location: Wrecclesham

Category: management

Our client has a new requirement for another Admin Co-Ordinator to join their team in Farnham...

*Salaries up to £26,500 depending on experience plus WFH Flexibilities after training

This will have flexible hybrid working benefits, however someone that can commute to their site from Aldershot, Alton, Fleet, Farnborough, Basingstoke, Bordon, Liphook, Godalming, Liphook ect will be ideal

We can pay great starting salaries, with the progression to increase and only require the following:

Experience working in an Administrative / Administrator, or Co-ordinator / similar position

Excellent planning and problem-solving skills

Plus interpersonal skills to build strong relationships with customers, suppliers, and sub-contractors
The role:

As the team's Admin Co-ordinator / Administrative Assistant, you will support the team and the business' Engineering staff with organisation by:

Assisting with; timesheets, H&S statements, supplies, engineering commissioning records, asset registers, company vehicle organisation, quoting booking and invoicing engineering work, organising weekly toolbox talks, and much more.

This role will involve answering incoming phone calls, making calls when required, as well as being email led. The team:

You'll have the opportunity to work with a very long standing business, that are sturdy and well respected within their engineering sector.

They do not require somebody to come in, having worked with a maintenance and service engineering company before, as they do have experience training people into all potential industry lingo expected (Although this shouldn't be a challenge for new-comers as it is non a technical position).

They have social functions throughout the year such as horse racing, can provide private healthcare benefits and over all- are built up of a team of genuine and kind people, wanting to offer long term careers with the business!

They aren't a company that are always hiring, because their staff stay for a very long time, so don't miss out and apply while you can!

If you are interested in hearing more please apply and we will call accordingly – Or call on (phone number removed) and ask for Chelsea

#Admin #Administrator #Administrative #Coordinator #Co-ordiinator #adminassistant #clerical

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