

## Administrative Assistant[975967]

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Company: Salix

Location: United Kingdom

Category: other-general

Salix are river restoration and erosion control specialists, working on construction projects throughout the UK. Salix are part of the RSK Group. The candidate will primarily assist in the day-to-day operation of the contracting division's administration. The role will require regular updates of paperwork and online files, so the candidate must be computer literate and attentive to detail. The role requires the suitable candidate to be proactive, work on their own initiative, and be able to deal with high volumes of work in periods where our works peak.

**Closing date for applications is 25th February. Interviews will be held at the end of February / beginning of March for an immediate start.**

### Key Responsibilities:

Fielding e-mail and telephone enquiries from internal site staff and Project Managers

Inputting project details on Microsoft Business Central (MBC)

Sourcing materials and quotes for sites

Organising orders to suppliers and arranging deliveries to meet deadlines

Maintaining accurate records of all transactions

Raising purchase orders (when required)

### Person Specification:

Well organised, efficient, and proactive

Able to work well under pressure

Able to use their initiative

Must have attention to detail

Good level of IT skills

Ability to deliver good quality customer service (internal & external)

### **Salary and Benefits:**

Salary commensurate with experience but starting from £22,000

Contributory Pension Scheme

A flexible benefits programme including the option to buy additional holidays and private health care

Regular training and career development

#Administration&support #rskfamily #Water

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