

Administrative Clerk – Enfield, London

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Company: Van Vliet

Location: United Kingdom

Category: other-general

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Since 1990 Van VLIET Flower Group has grown into a significant international horticultural company, that specializes in the supply of fresh-cut flowers, greenery, sundries and potplants. With locations worldwide, Van VLIET has its largest markets in the UK, Ireland, Lithuania, Latvia, Croatia, Czech Republic, Greece, Portugal and USA.

Van Vliet consists of 4 companies that create a global supply chain able to provide a range of floral, plant and sundry products to your business.

With locations around the world, Van Vliet has built a reputation as a significant international company who provides quality products and reliable service while still maintaining competitive industry prices. In the UK there are 16 sites.

We are currently looking to recruit an experienced Administrative Clerk for our head office located in Enfield.

This is an exciting opportunity on a part time basis, with the opportunity to grow. The Administrative Clerk will partake in variety of clerical, recordkeeping, and service tasks to assist with the smooth operation.

The successful candidate should possess the following:

Experience working in a fast-paced environment

Excellent communication skills, both written and verbal

Highly organized and resourceful

Knowledge Microsoft Office

Key Duties (but not limited to):

Performs data entry and filing tasks for accounts payable, purchase orders, equipment inventory, and confidential employee or departmental files.

Preparing and proofreading office documents, such as memos and reports, and distributing these as necessary

Coordinating communication between various departments

Handling basic bookkeeping tasks

Maintaining a good relationship with suppliers

Developing and maintaining an effective filing system

Scheduling appointments

Basic understanding of clerical procedures and systems such as recordkeeping and filing.

Ability to work independently and identify and solve problems.

Ability to organize and prioritize work.

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