

United Kingdom Jobs Expertini®

Administrator

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Company: PartsPlus

Location: Daventry

Category: other-general

Overview

We believe exceptional people make PartsPlus an exceptional place to work and are always looking for talented people to join our growing family.

Reporting to the Centre Manager, the Administrator is responsible for providing administrative support in relation to, system, data maintenance and general administration, in the PartsPlus Centre.

Are you a 'Team Player'?

Do you have a 'can do' attitude to get things done?

Are you up for a challenge?

If the answer is yes to the above questions, then this role could be right for you...

Key activities include

Ensure all payments received are processed promptly and securely

Send all credit accounts credit notes to Customers in agreed timescales

Produce regular weekly / monthly reports as required by the Centre

Manage stationary, office supplies, and opening / processing of post

Provide admin support to the Warehouse team

Liaise effectively with Customers, Head Office, and Centre Colleagues

Key Skills required

Strong organisational skills

Be a confident and capable communicator, both written and verbally

A good understanding of using a computer, full training of systems and software used will be provided

Be a 'Team Player'

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