

United Kingdom Jobs Expertini®

Administrator

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Company: Cameron Clarke Associates

Location: Leven

Category: other-general

Administrator | Leven, Fife | Full-Time | Monday to Friday, 9am - 5pm | £22,000 -

£26,000 Are you an experienced and organised individual with a passion for administration?

We are seeking a full-time Administrator to become an integral part of our team. We are a dynamic consulting and structural engineering firm located in Fife, Scotland. With a strong presence spanning over two decades, we have established ourselves as a trusted partner in the industry. Proudly serving clients throughout Scotland, we specialise in providing comprehensive engineering solutions. As an SER Limited Approved Body for Certification Design, we uphold the highest standards of quality and professionalism in our work. If you thrive in a fast-paced environment and possess the skills needed to excel in a variety of administrative tasks, our client is eager to hear from you! Are you the right person for the job? Previous administrative experience is essential. Excellent organisational and multitasking skills. Strong communication skills, both written and verbal. What will your role look like? Deal with incoming and outgoing e-mails. Invoicing. Type up and issue letters/reports/e-mails/quotes. Answer telephone calls/make outgoing telephone calls. Take card payments over the phone. Manage petty cash. Place stock orders. Complete monthly mileage. Make up blank job folders. Open new jobs and assign jobs to Engineers. Arrange site visits. Make up files for site visits. Generate and issue SER Certificates with letters. Generate and issue Form Q's with letters. Record staff holidays. Issue reminders/chase payments of invoices. Frank mail. Update various databases. Filing. What can you expect in return? 28 Days Holiday. Company Pension. Possible Flexible Working Hours. What's next? It's easy! Click "APPLY" now! We can't wait to hear from you! Your data will be handled in line with GDPR.

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