

General Administrator

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Company: Logic 360 Group

Location: United Kingdom

Category: other-general

General Administrator

Pay Rate: £11.50ph

Location: Doncaster

Type: Temporary Ongoing

Shift / Hours: 08.00am – 16.30pm – Monday - Friday

Logic 360 is currently recruiting for **General Administrator** in automotive sector for one of our major clients in Doncaster

We're looking for an experienced Administrator. You will be an integral part of our team as an General Administrator and will be working in an Office Based Environment with the Automotive team.

Main Duties and Responsibilities

Ensure that all administrative duties are carried out in a timely and efficient manner.

To ensure that all administrative deliverables and customer requirements are properly planned, and all targets are met.

Assist in producing documents for departmental procedures

To serve as a first point of contact for all customers and ensure a high level of customer

service.

The role itself requires a lot of communicating with the shop floor, this communication will be via phone, email and physically going onto the shop floor.

To cover for holidays and other absences of any colleague as and when required.

Skills Requirements

Previous experience in a similar role as a administrator

Excellent administrative skills is a must.

The ability to work alone and as part of a team.

Excellent customer service.

Able to work under pressure

Competent using Microsoft packages, especially Excel

Qualification and Experience

Ideally previous work experience in the Automotive Industry, but not essential

Working knowledge on Microsoft Office packages

Benefits

Weekly pay

Pension scheme

Onsite Parking

If you are an experienced Operations Administrator that's flexible and reliable and would like to work for a large company, we would like to hear from you today.

Logic 360 Ltd is acting as an Employment Business.

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