

Office Administrator[986547]

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Company: MG Scaffolding

Location: South West England

Category: other-general

Responsibilities:

Daily communication with clients

Ensuring HGV daily defect sheets are recorded

Organising of vehicle PMI's, MOTS, servicing

Dealing with any vehicle accident claims

Ensuring TBT's, Scaffold inspections and harness inspections are carried out in the correct timeframes and filed/scanned accordingly.

Updating training matrixs as required.

Working with the Branch Manager to process monthly applications for payment.

Updating daily labour logs and holiday charts and informing contracts managers of who is absent week to week.

Specification:

Able to work independently and as part of a team.

Excellent organisational skills with the ability to manage competing priorities.

Strong written and verbal communication is essential to the role

Computer literate and skilled with Microsoft Office applications, in particular Word, Excel and

PowerPoint.

Salary and benefits:

£24,000 - £26,000 pa depending on experience

Flexible working hours

Flexible benefits package

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