

# United Kingdom Jobs Expertini®

## Quotes Administrator

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Company: Multi-Trades Recruitment

Location: London

Category: other-general

Multi-Trades Recruitment is looking for a Quote Administrator to work with a well established company in Holborn London. Job Type - Full Time Permanent Working Hours - Monday to Friday 08:30-17:30 Start Date - ASAP About the Job: The Quotes Administrator is a key role within the Operations Team working closely with the Electrical Team, Finance Department and Account Managers to ensure works associated with the electrical service stream are carried out in a timely fashion. Checking and chasing all surveys from field engineers to build client quotations. Liaise with field engineers for further information. Obtain costs from multiple suppliers whilst being commercially aware. Provide daily updates to ensure all ageing and critical jobs are completed and escalate any progress issues to the Head of Operations. Requirements: Electrical wholesale knowledge or experience preferred. Ability to work alongside different departments as well as under own initiative. Strong communication skills. Good administrative skills. Highly numerate / literate. IT Skills consisting of Microsoft Word, Excel, Outlook. Benefits: 28 days holiday including bank holidays. Increases by 1 per year after the first year service. Birthday off. Access to company Perkbox. Christmas eve off. Company pension. Please apply with an up-to-date CV and call Louis on 07483332922.

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