

## 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.***

**Apply Now**

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