

Team Administrator

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Company: Anderson Recruitment Ltd

Location: Minchinhampton

Category: business-and-financial-operations

Our well established, innovative manufacturing client in Minchinhampton, Stroud is looking for an Administrator to join their passionate customer focussed team on permanent basis.

The ideal candidate will be a friendly, enthusiastic individual with the ability to communicate with people at all levels, adopt a common-sense approach and be a team player.

You will work as part of the Operations and Sales Team and be responsible taking customer enquiries, understanding their requirements and advising them on the best way forward, whether this is for an off the shelf product or items to be developed by the in house the engineering team.

As you will be working closely with the clients and suppliers creating quotes, advising on product suitability, processing orders and communicating updates you will build strong working relationships and learn many areas of the business.

Candidate Attributes:

- Ability to work effectively under pressure and prioritise workloads
- Attention to detail but able to see the big picture
- Excellent verbal and written communication skills
- Professional approach to every aspect of the role

Standard Hours –37.5 per week – Monday to Thursday 8.30am – 5.00pm, Friday 8.30 am -2.00pm

Salary: Up to £24k depending on experience + 30 Days holiday (Inc. bank holidays) + Pension + Onsite parking.

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