

Transport / Branch Admin - Builders Merchants

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Company: Interaction Recruitment

Location: Borehamwood

Category: other-general

Overview

Reference

434070 **Salary**

£24,000 - £24,000/annum **Job Location**

- United Kingdom -- England -- East of England -- Hertfordshire -- Borehamwood **Job Type**

Permanent **Posted**

Friday, April 19, 2024

Interaction Recruitment are looking for Junior level candidate with Admin experience to join a busy builders merchant in Borehamwood. This is a full-time permanent role and a great opportunity for future progression.

Working HoursMonday to Friday 07:30am to 5:00pm (this can be altered for the right candidate)

Salary£24k per annum (DOE)

This role involves:

processing sales orders and work orders

sending quotations to customers

overseeing completion of month end tasks, invoicing, negative stock, re-dating sales orders and purchase orders

assisting transport manager with administration tasks - e.g, uploading / updating driver compliance etc.

supporting the sales team with administrative tasks

To be considered for this role you must have / be:

local to Borehamwood

previous administration experience

knowledge on all Microsoft packages

fluent English speaking, reading and writing

strong numeracy skills

the ability to multi-task and strong attention to details

willing to learn new skills

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