

Utilities Coordinator – Enfield, London

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Company: Van Vliet

Location: United Kingdom

Category: other-general

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Since 1990 Van VLIET Flower Group has grown into a significant international horticultural company, that specializes in the supply of fresh-cut flowers, greenery, sundries and potplants. With locations worldwide, Van VLIET has its largest markets in the UK, Ireland, Lithuania, Latvia, Croatia, Czech Republic, Greece, Portugal and USA.

Van Vliet consists of 4 companies that create a global supply chain able to provide a range of floral, plant and sundry products to your business. With locations around the world, Van Vliet has built a reputation as a significant international company who provides quality products and reliable service while still maintaining competitive industry prices. In the UK there are 16 sites.

We are currently looking to recruit an experienced Coordinator for our head office located Enfield.

This is an exciting opportunity on a part time basis, with the opportunity to grow. The Coordinator will partake in variety of clerical, recordkeeping, booking and assisting the department manager.

The successful candidate should possess the following:

Experience working in a fast-paced environment

Excellent communication skills, both written and verbal

Highly organised and resourceful

Knowledge Microsoft Office

Key Duties (but not limited to):

Basic understanding of clerical procedures and systems such as recordkeeping and filing.

Answering phone and fielding calls

Dealing with speeding tickets with parking/traffic offenses

Tracking driver penalties and assist in readying reports for payroll

Running reports from Telematics portal (training provided)

Updating/ Entering data from invoices onto Spreadsheets

Booking implementing alterations to trackers and driver fobs

Uploading information to H&S portal

Scheduling compliance inspections/appointments with managers

Assisting in managing meter reads for UK sites & H&S

Ensuring credit notes, missing invoices from suppliers are received

Assisting with changes and maintaining our conferencing platform

Ad hoc admin duties

Ability to work independently and identify and solve problems.

Ability to organize and prioritize work.

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