

Workshop Admin

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Company: Mission 4 Recruitment

Location: Hatfield

Category: management

Location: Hatfield, SG1

Salary: £25,000

Working Hours: Monday-Friday (8:00 – 4:30)

Office Administrator

Our client has been trading for just over 14 years and are one of the forefront suppliers of repair and maintenance services to the UK transport industry, this ranges from HGV, Trailers.

Duties & Responsibilities

- * Communicating with customers on work carried out and work completed.
- * Supply accurate and timely estimates for necessary work when requested.
- * Greet customers on site and respond to any queries via email and phone.
- * Prepare and maintain documentation.

- * Liaising with internal and external customers and suppliers.
- * Accepting parts delivery and cross reference parts to order.
- * Assist with purchasing of items for maintenance and breakdowns.
- * Updating and checking works spreadsheet on a regular basis
- * Play a vital role as an administrator supporting our workshop team with a range of professional and high-quality services.
- * Provide fortnightly reports to the senior team, through the Fleet-Serv app.
- * Management of 3rdparty work, to include raising order numbers and presenting costs to customers.
- * Dealing with 3rdparty invoices and queries.
- * Raising parts orders via the Fleet-Serv app.
- * Any other duties requested by your line manager.

Skills Required

You will need to have,

- * Proficient with IT and Microsoft Software packages
- * Communication and interpersonal skills
- * Customer facing skills.

* Creativity.

* An eye for detail

* Drive and self-motivation.

* Teamwork and the ability to foster good working relationships.

* A flexible approach to work.

Benefits:

* Company pension

* Free parking

* On-site parking

Despite our best efforts it is not always possible to respond to every application individually due to the high volume of responses we receive on each vacancy. Only candidates who are short listed will be contacted for this particular role and if you have not heard from us within 7 days please assume that you have not been successful. However, we will keep your details on our database, and will contact you when other suitable positions become available.

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Cross References and Citations:

1. Workshop Admin [Colombiajobs](#) [Jobs Hatfield](#)[Colombiajobs](#) ↗

2. Workshop Admin [Gurujobs](#) [Jobs Hatfield](#)[Gurujobs](#) ↗

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