

OFFICE ADMINISTRATOR – FAST MOVING SALES ORDER PROCESSING TEAM MEMBER

We are a fast moving technically advanced manufacturing company with a high volume of exports. We need to recruit additional staff. The role is a crucial one in the company. We are an expanding company and part of our strength is our ability to respond quickly to our customers' requirements. This is a great opportunity to join a critical team within the company. The role is part of a small team which directly reports to the Senior Office Administrators and covers other office duties during absences. The role involves the following:

- Sales Order Processing + Despatch
- Sample Order Processing
- Label production
- Organising delivery of product to customers
- Batch Sheet Raising
- Liaising with Production, Sales and Technical departments
- General administrative support to management team
- General Office duties including answering the phones and going to the bank as required

Full training and support will be given.

The office team consists of the Administration Manager, 2 Senior Office Co-Ordinators, a Sales Order Processing Supervisor and 4 Office Administrators. All the office staff need to be versatile in their approach to their duties.

The successful candidate will either be educated to 2:1 degree level or have a minimum of 5 years experience working in a fast paced commercial environment. Candidates will be able to work under pressure in a fast paced environment.

They must be reliable, punctual and enthusiastic about working in a full time position with ourselves for at least a couple of years.

This role is busy and requires someone who is accurate, conscientious and enjoys working within a team. They must be organised to keep on top of their workload and also be willing to cover the whole range of office duties from answering phones to sales order processing and despatch as required.

Once trained they will be responsible for prioritising their own workload and flagging to the Senior Administrators if they need guidance so the successful candidate will need to be self-motivated, proactive and be familiar with Microsoft office.

Driving licenses is essential.
Hours of work: 38 hours
Monday - Thursday 8.30am - 5.00pm
Friday 8.30am –3pm
22 days annual holiday + statutory holidays

HOW TO APPLY: In the first instance, please forward a copy of your current CV in confidence to laura@lpultd.com and all successful candidates will be contacted within 7 days of your application.



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