

Leeson Polyurethanes has an opportunity for a full time Senior Office Administrator.

We are a fast moving technically advanced manufacturing company with a high volume of exports. We are an expanding company and part of our strength is our ability to respond quickly to our customers requirements. The post of Senior Office Administrator is a crucial one in the company. They report to the Senior Office Coordinators and cover other office duties during absences.

The office team consists of the Administration Manager, 2 Senior Office Coordinators, 1 Senior Office Administrator and 5 Office Administrators. All the office staff need to be versatile in their approach to their duties.

Main Responsibilities (but not limited to):

- Sales Order Processing
- Organising delivery of product to customers
- Batch Sheet Raising
- Updating systems with new product information
- 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

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

This role is busy and requires someone who is accurate, conscientious and asks for help when they need it. 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 Coordinators if they need guidance so the successful candidate will need to be self-motivated and proactive.

Full training will be given in our systems and procedures.

The position offers a generous salary and above all the opportunity to work with a highly successful team.

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.

Skills Required

- Bachelors Degree (Min 2:1 honours)
- Attention to detail
- Customer oriented

- Keen organisational skills, able to self-manage and to work effectively in a team
- Ability to multi-task
- Ability to prioritize
- Enthusiastic, Friendly and Reliable
- IT literate – proficient in the use of MS Office software (Word, Excel etc)
- 5 years experience in a commercial environment
- Able to work to strict deadlines
- Located within commutable distance of Warwick
- Driving Licence and own transportation