

SENIOR OFFICE CO-ORDINATOR

We are a fast moving technically advanced manufacturing company with a high volume of exports. We need to recruit a Senior Office Co-Ordinator. The post of Senior Office Co-Ordinator 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. The Senior Office Co-Ordinator directly reports to the Administration Manager and covers other office duties during absences. The post involves the following:

- Export Sales Order Processing
- Organising delivery of product to export customers including producing the relevant paperwork
- Batch Sheet Raising
- Updating systems with new product information and generating Health and Safety documents
- Liaising with Production, Sales and Technical departments
- Processing payments received
- General Office duties including answering the phones
- Some staff supervision

Candidates must be familiar with Microsoft Office.

Full training will be given.

The office team consists of the Administration Manager, 2 Senior Office Coordinators, 1 Senior Order Processing Supervisor, 4 Office Administrators and a PA to Managing Director. All the office staff need to be versatile in their approach to their duties.

The successful candidate will be educated to 2:1 degree level and be able to work effectively under pressure. They must have a minimum 5 years' experience in a commercial environment.

They must be reliable, punctual and enthusiastic about working in a full time position.

This role is busy and requires someone who is accurate with a high level of attention to detail, conscientious and asks for help when they need it. They must be organised to keep on top of their workload without supervision. They will need to be flexible in their approach in order to deal with new challenges as they arise.

Once trained they will be responsible for prioritising their own workload so the successful candidate will need to be self-motivated and proactive.

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.