

# *Designer* **Contracts**

## Vacancy – Office Supervisor

**With 250 staff and an annual turnover of over £30 million across 12 regional centres, we are the UKs largest flooring contractor. This is a fantastic opportunity to join our team.**

Due to our significant and continued expansion we are looking for the above position at our Regional Office in Biggin Hill:

- **£20,000 plus bonus**
- **Permanent, full time**

### Job Objective

To effectively manage the team to ensure smooth operation of Region to allow Managers time to develop the business.

### The Role

- Managing all administration staff and maximise their performance
- Lead by example with an inspirational and caring attitude, honesty and exemplary role specific skills
- Ensure all administration is perfect and completed on time in office and warehouse
- Ensure all administration tasks score high in the compliance audit
- Minimise unsold stock
- Liaise with other regions to use up theirs and your own allocated stock
- Train, develop and motivate team
- Carry out direct reports appraisals, set objectives and monitor
- Run the building when the Managers are out but know when to ask for help
- Thorough knowledge of the in house computer software
- Supervise customer order processing/tracking
- Coordinate customer care issues
- Ensure all invoicing is completed promptly and accurately
- Ensure preparation for stock take is perfect
- Ensure stock transfers are accurate and timely
- Order appropriate stationary
- Complete a weekly income summary
- Resolve and minimise stock queries
- Carry out all fitting diary responsibilities

### The Person

- The successful applicant will have a proven background within an administration role together with the ability to handle a heavy workload effectively, prioritise and multi task and maintain the highest levels of accuracy.
- Strong team player
- You should have at least 5 GCSEs Grade C or above, including Maths & English or equivalent.
- You will be articulate, possess excellent IT and communication skills and work well under pressure.

**Benefits include, quarterly bonus, 32 days holiday, including 8 bank holidays, contributory pension scheme, healthcare, life cover and staff discount.**

**If you have the relevant experience and drive to make a real difference and grow our business, send us your CV as well as details of your current salary and package to [Recruitment@DesignerContracts.com](mailto:Recruitment@DesignerContracts.com).**