

Designer **Contracts**

Vacancy – Administrator

With 250 staff and an annual turnover of over £30 million across 15 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 Falkirk:

- **£16,750 plus bonus**
- **Permanent, full time**

Job Objective

To provide an efficient, effective administration service to assist their Line Manager.

The Role

- Responsible for logging, keying, tracking stock
- Deal with customer care issues
- Identify and use up unallocated stock
- Be able to understand and work accurately on the company system
- Type any correspondence including letters
- Liaise with fitters, sites/sales and clients
- Arrange fittings and work with fitting diary
- Be able to understand and use the Intranet competently
- Assist with booking in on the system and warehouse deliveries
- Assist with the Central Distribution transfers and allocations of stock to customer orders
- Assist with ensuring goods are stored in correct locations and the system locations reflects actual locations
- Be responsible for incoming/outgoing post and date stamp
- First point of contact for incoming calls
- Ensure completion notes are received on time and properly completed
- Organise waste disposal as and when required

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.