

Designer **Contracts**

Vacancy – Administrator with Warehouse Duties

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 following position at our Regional office in Slough:

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

Job Objective

To provide an efficient, effective administration service to assist their Line Manager and to assist in the warehouse.

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 a computerised system
- Liaise with fitters, sites/sales and clients
- Assist with booking in on a computerised system
- Check and unload warehouse deliveries
- Put goods away in correct locations

The Person

- Ability to load and unload vehicles safely and accurately
- Knowledge of Microsoft Office, particularly Word, Excel and Outlook
- Very well organised with excellent administrative skills
- Strong team player
- Excellent communication skills
- You should have at least 5 GCSEs Grade C or above, including Maths & English or equivalent.

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.