

Admin/Procurement Assistant

This role will be based at ESL House, Burnopfield.

Main responsibilities will be office administration, completing general operations required daily and providing excellent customer service in a fast-paced environment.

We are looking for an ambitious individual with a strong work ethic. Great organisation and administration skills, who wishes to work hard within a small team in a busy office setting. We are looking for a punctual hardworking individual who takes pride in all work completed.

Minimum Qualifications

GCSE Level or equivalent, Basic use of computers

Administrative Duties:

- Carrying out requests from management as needed
- Maintaining stock and ordering supplies
- Answering emails and sorting post
- Answering phone calls and transferring them as necessary
- Greeting and welcoming visitors

Financial Duties:

- Processing payments
- Billing
- Purchasing

To apply for this job role please send your CV to info@electeksolutions.co.uk with the subject 'Admin/Procurement Assistant'

