

Administration Assistant position available.

Job Type: Permanent

Location: Sutton Maddock, Telford

Working Hours: Monday – Friday (37.5 Hours Per Week)

Salary: £17,000 - £20,000 (Experience Dependent)

We are looking for an experienced Administration Assistant to provide high quality, efficient and effective administrative support to our Sales, Production and Procurement teams.

Candidates should have experience of working in a fast-paced environment, be willing to undertake a wide range of tasks and be able to perform well under pressure. You will be expected to work independently, as well as within a team. Candidates will need to demonstrate exemplary IT skills and a sound working knowledge of Microsoft Office applications (particularly Word, Excel).

You will be responsible for the expediting of supplier orders and liaising with other departments, giving accurate information to enable overall efficiency of the business. You will also be the first point of contact for incoming phone calls and you will be expected to handle all calls professionally and eloquently, directing the calls to the relevant department or resolving issues as they arise.

The successful candidate will need to have excellent work ethic, communication, and organisational skills, and be able to prioritise different tasks to meet conflicting deadlines.

Your duties will include:

- Expediting supplier orders
- Order entry and processing
- Sales and Production support
- General reception duties

To apply for this role, you will be able to demonstrate

- Experience in an administrative position in a similar environment
- Excellent organisation and ability to prioritise
- Energy and enthusiasm
- Exemplary verbal and written communication skills

Beacon Corporation is a market leader in the manufacture and supply of specialised and non-standard fasteners to some of the most demanding industries and areas on the planet.

To apply for this position, please submit a CV and covering letter to Peter Thomas –

pete@beaconcorporation.co.uk

***** NO AGENCIES PLEASE *****