

Administrative and Office Support

Nottingham, NG7 5HF

The Company & Appointment

An opportunity to join a well-established and expanding business as administrator and office support. The role will be varied with room to develop for the right individual. The Company is a Nottingham based business, specialised in the Development & Manufacture of new food supplements and products for customers in the UK and Overseas.

The Post

Main duties and responsibilities

- Organizing external deliveries, couriers etc. using the approved service providers
- Managing stationary and other consumable stocks, ensuring where necessary the use of approved suppliers
- Monitoring operative hours and collating for the Production Manager.
- Adhoc support with office related activities.
- Occasional support with production tasks where relevant training has taken place
- Communicating with customers and suppliers via telephone and email
- Distributing mail
- Preparing documents
- Answering the telephone
- Reception and delivery greeting

The Person Specification

The applicant should be competent in using Microsoft Office applications and have good communication skills, ideally with office experience.

Full time position office hours Monday to Friday. Part-time will be considered for the right applicant.

Flexible competitive salary dependent on experience.