

Bolt and Nut Manufacturing Ltd.

Job Description

Position – Sales / Production Administrator

Reporting to – Production Director.

Outline of Job requirements

The Administration Assistant will work as part of the Sales & Production team.

Duties to include but not limited to;

- General administration duties
- Producing daily / weekly reports
- Scanning order packs in
- Order Entry
- Answering phone and dealing with queries
- Distributing daily post
- Managing booking meeting rooms
- Looking after sales office calendar
- Stationary orders and stock levels
- Helping with administration duties to help cover absent people in sales/production team when required.
- Manage/Maintain customer portals.
- Distribute any post.
- Vendor Questionnaires
- Ensure one's own safety and that of others.
- Cooperate with employer on OH&S training and guidance.
- Do not interfere or misuse anything provided in the interest of health & safety.
- Follow any Health & safety instructions given.
- Ensure PPE is worn when required.
- Report any accident, near miss, hazard, defect or ill health immediately to employer.

Essential Requirements

Experience in Word and Excel

Good general knowledge of computer skills

Good level of education and communication

Ability to work under pressure and to deadlines

Ability to work under own initiative and set own priorities

Multitasking



Days / Hours of Work,

Monday to Friday 8-5pm.

Salary

Upon application

Start date:

ASAP