

Position: **Administrator**

Location: Bestwood Village, Nottingham.

Hours: 08:30 am – 16:30 pm

Salary: Negotiable

Administrator

An exciting opportunity has become available for a full time Administrator to join a friendly Mechanical Engineering team based in Nottingham. The successful candidate will work 37.5 hours per week, Monday – Friday 08:30 am – 16:30 pm, with a 30-minute lunch break.

Role Requirements

- Proven experience in a professional environment.
- Experience working with a SAP system is desirable but not essential.
- Enthusiasm, flexibility and team working skills.
- Ability to establish priorities, work independently and proceed with objectives without supervision.
- Excellent PC skills to include Outlook, Word, Excel and Power Point.
- Proven written and verbal communication skills including a high level of accuracy and attention to detail.
- Proactive, logical and methodical, with a 'can-do' attitude and a willingness to learn.
- Excellent communication and customer service skills.

Role Responsibilities

- Plan workload for engineers and subcontractors using available systems.
- Manage engineers workload re-plan / assign as required in line with priority and demand.
- Assist with reactive dispatch calls to engineers based on their geographical location and service delivery arrangements.
- Prioritize urgent jobs, plan and dispatch operatives / sub contractor support to the relevant address.
- Raise Purchase Orders.
- Responsible for ensuring all completed jobs are invoiced in the appropriate month with required paperwork
- Assist Management with the production of quotations.
- Be able to work alone and as part of a team as business requirements dictate.
- Supporting the management team to log specific requests, inputting details into SAP.
- Use Internal scheduling systems.
- Collate accurate reports as required.
- General admin support.

Company

The company was founded in 1995, as a business we specialize in the design, installation and maintenance of Commercial, Mechanical, Electrical and Fire and Security systems throughout the UK and Western and Central Europe.

Throughout this period, we have continued to build on our success, having established a strong reputation for outstanding design / installation quality, coupled with flexibility and integrity.

To apply, please send a CV and covering letter to selina.street@pwp-ltd.co.uk