

Employer: NE Display Limited

Vacancy: Administrator

Hours: 28 hours per week

Salary: £11.44 per hour – Meets Min National Wage

Working pattern: Mon – Friday 9am starts finish flexible to fit in hours

Number of vacancies: 1

Job Summary

As a Signs & Graphics Administrator, you will play a crucial role in supporting the department by coordinating various administrative tasks relating to projects, clients and inventory.

- use Microsoft word and excel
- deal with telephone and email enquiries
- photocopy and print documents
- organise and store paperwork and computer-based information
- create and maintain filing and other office systems
- keep diaries and arrange appointments
- liaise with staff in other departments and with external contacts
- use online accountancy software – xero
- order materials from our preferred suppliers

All training will be given onsite

Essential skills, experience and qualifications

What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a small team
- Ability to demonstrate customer care and to be polite and courteous
- Able to follow instructions and health and safety guidelines
- Good communication skills
- Ability to use Microsoft packages such as outlook, powerpoint, word etc.
- Good organisation skills