

JOB DESCRIPTION

JOB TITLE	Administration Assistant
RESPONSIBLE TO	Depot Manager
RESPONSIBLE FOR	N/A

POSITION SUMMARY

To provide an effective and efficient administration support for the Depot.

KEY WORKING RELATIONSHIPS

All Depot staff.

MAIN DUTIES

1. Undertaking a full range of administration duties, including word processing, dealing with telephone enquiries, photocopying and filing.
2. Implementing and maintaining administrative processes.
3. Maintaining company records.
4. Dealing with telephone enquiries.
5. Taking and processing customer orders either over the telephone or via email.
6. Placing supplier orders either over the telephone or via email.
7. Progress chasing supplier orders where necessary.
8. Updating customer records on the computer system.
9. Attend meetings that may be necessary in the performance of your duties.
10. Comply with and uphold company policies and procedures.
11. Undertake any additional tasks as may reasonably be required from time to time.

It is a requirement of Pickering's Plant that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business..