

Duration: Permanent. Full Time

Salary: £14,976

Start Date: Immediate

Location: E16 4TG

JOB ADVERT

Administration Assistant

We are currently recruiting for an enthusiastic and ambitious admin Administration Assistant to work in a busy office based in Canning Town, London, E16. We carry out repairs and maintenance on behalf of clients in residential properties and are seeking a potential candidate who can join the current admin team and has a cheerful, efficient telephone and email manner.

The role involves handling incoming customer queries, creating work sheets, booking engineer diaries, liaising with clients regarding work reports, ordering parts, sending invoices and general administration duties.

The prospective candidate should have proven experience as an Administration Assistant. The day to day role will involve you ensuring that your days work is completed to a high standard.

Key Skills/Experience Required

Excellent customer service & communication skills

Self motivated & demonstrate pride and commitment in your work.

Excellent IT skills (MS Office)

Well organised, attention to detail and able to use initiative

Problem solving skills

Strong multi-tasking skills

Confident in liaising with customer and clients by telephone or email.

You will be required to represent the company's image at all times, through your work and conduct with customers and clients.

Previous administration experience.