

Telephone
0121 439 1220
Email
sales@fsm ltd.net
Web
www.fsm ltd.net

Address
Fire Safety Managers Ltd
Innovation Birmingham Campus
Faraday Wharf, Holt Street
Aston, Birmingham
B7 4BB



FIRE SAFETY MANAGERS
LTD
We serve, to protect you

Job Vacancy

Company	Fire Safety Managers Ltd	
Company description	<p>We are a Fire Safety Company that operates as a Social Enterprise and reinvests part of our profits into fire prevention projects within Birmingham.</p> <p>Fire Safety Managers Ltd provides a broad spectrum of fire safety services to local and national businesses including the Servicing, Installation and Commissioning of Fire Extinguishers, Fire Alarms, Emergency Lighting, Fire Risk Assessments and Fire Safety Training.</p> <p>Our customers range from small to medium enterprises to large Organisations, Council Buildings, HMO's, Office and Retail to Schools and Colleges both locally and nationally.</p>	
Position	Office Manager	
Office	Innovation Birmingham Campus, Faraday Wharf, Holt St, Aston, B7 4BB	
Starting date	ASAP	
Duration	Permanent	
Working Hours 39 Hours excluding Lunch break	Monday to Thursday	8:30 - 17:00
	Friday	8:30 - 16:00
Salary	Negotiable depending on experience Plus Bonus and Commission Structure	
Holidays	20 Days plus Bank Holidays	
Personal Specifications	<p>At least 3 years experience within an Office Administrative Role</p> <p>Reliability and Discretion Excellent communication skills in person and on telephone Ability to work independently Adaptability Excellent Organizational Skills Problem Solving Skills Leadership and ability to make things happen IT Skills and Microsoft Office Packages - Word, Excel, PowerPoint, Outlook, Publisher Excellent Attention to Detail Experience working with Customer Relationship Databases Account Management</p>	



Company Registration 09408891

VAT Number 210 1495 58

• Fire Extinguishers • Fire Alarms • Emergency Lighting • Risk Assessments • Fire Training • Safety Signs

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<p>Specific Duties</p>	<p>To ensure the smooth running of the office on a day to day basis.</p> <p>Responsibilities include -</p> <ul style="list-style-type: none"> Organising Meetings Managing Databases Organising Leads Keeping up to date Client Information Entering Data from Engineers Reports Organising and sending Quotes for small projects and planned maintenance Creating Job Packs and Booking Work into the Service Diary Dealing with Enquiries by telephone and email Completing Documentation and Reports Preparing Letters, Presentations and Reports Organising Purchase Orders and Liaising with Suppliers Managing Client Orders by phone and email Managing Online Orders Taking Card Payments over the phone Booking Transport and Accommodation Assisting with Marketing and Fundraising Campaigns Attending Management Meetings <p>Managing Social Media Accounts when required</p> <p>The list is not exhaustive and other tasks will be given when required</p>
<p>Additional Consideration</p>	<p>Will be given for experience with managing staff and/or apprentices Office Based Experience within a role in the Fire Protection Industry Fire Safety Knowledge and/or Experience within another role</p>

Send your CV and Covering Letter to jobs@fsm ltd.net



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