



## JOB DESCRIPTION – Apprentice Office Assistant

**Location:** Fearless Daedalus Park, Lee-on-the-Solent

**JOB TITLE:**

Apprentice Office Assistant

**QUALIFICATIONS or EXPERIENCE**

**REQUIRED:**

Competent in the use of computers (word and excel) with the ability to learn additional software programs

Good interpersonal, communication and organisational skills

**REPORTING TO:** Paige West (Spares Manager) James Gibbins (Service Manager)

**Location:** Fearless Daedalus Park  
Lee-On-The-Solent

**HOURS:**

8.30am-5pm Monday to Thursday

8.30am-4pm Friday

### Main Focus of the position

**Providing admin support to both the spares and service department managers as required and directed.** It is anticipated the majority of the role will be providing admin

assistance to the Spares Manager by progressing purchase orders, requesting and preparing quotations, inputting information on Sage, running reports and other admin requirements.

During inactive periods within the spares department admin assistance will also be provided to the Service Manager as required to include typing up quotations, creating jobs on JobLogic software, ordering materials and other admin requirements.

Time will also be spent in other key areas for a more complete understanding of the business.

### Holiday Cover.

To act as cover for the Spares Manager and Service Manager under the direction of the Finance Director.

### Key Tasks and Duties

#### Routine Tasks

Prepare quotes as requested by the Spares Manager.

Research product information and requesting prices from our suppliers.

Inputting and processing of quotes and purchase orders onto the SAGE data base.

Progressing purchase orders with suppliers.

Produce reports as required and requested.

Arranging shipment of international orders at competitive prices.

Update Spares Manager on status of overdue orders.

Create commercial invoices and print MSDS information as required for shipments.

Provide holiday cover as required.

Variety of other general administrative tasks as required.

Typing up quotations as requested by the Service Manager.

Create new service jobs in JobLogic and create job file on server.

Order materials with various suppliers for approved quotations.

Prepare RAMS for approved works as required and send to customers.

Process service delivery notes as required.

Provide holiday cover as required.

Variety of other general administrative tasks as required.

### **Additional Tasks and responsibilities**

Provide telephone cover when required.

Sign in visitors or accept deliveries as required.

Provide refreshments for meetings as required.

Tasks as directed by staff in other departments as required.

### **Skills and Qualifications**

Polite and professional manner.

Ability to work well under pressure.

Able to communicate confidently at all levels on the telephone, in person and in writing.

An ability to deliver the highest standards of service to department managers and our clients.

To be methodical, pay attention to detail and be accurate.

To be good at working with people at all levels and willing to work in a team.

To be adaptable, self-motivated and work using your own initiative.

To be able to co-ordinate a number of different projects at the same time.

To be willing to accept responsibility for completing designated tasks.

Basic knowledge and experience of Office Word, Excel and Outlook.

Basic knowledge and experience of general IT and a willingness to learn company software programs.

Ability to work accurately and methodically to specified deadlines.

Excellent written and verbal communication skills.

### **Desirable Skills and Qualifications**

Maths GCSE Grade B or above

English GCSE Grade B or above

Adaptable

Skills in planning and organisation

Problem-solving and process thinking

### **Codes of Conduct**

To carry out instructions issued by the Senior Management.

To act in the best interests of the Company.

To contribute to the full extent of their capabilities so as to achieve the most effective operational standards and practice.

To perform all duties in accordance with the Company Health and Safety Policy.

To perform all duties in accordance with the Company's other policies outlined in the Staff Handbook and updated and advised to employees from time to time.

To maintain high standards of attendance, punctuality and personal appearance.

To maintain the confidentiality of the Company, our Clients and business associates.

To undertake Continuous Professional Development and training as required by the Company Directors.

To maintain a required level of skill as required by the company and or new legislation

### **Closing Date: 30 June 2019**

If you are interested and would like to find out more please contact Penny Moore,  
[pennymoore@atlantic-refrig.co.uk](mailto:pennymoore@atlantic-refrig.co.uk)