

**Maintenance Administor
at Numatic International Ltd, Chard**

Working within the Maintenance department this role will support the admin function to include ordering processing for Engineers, raising requisitions and processing invoices. Dealing with external contractors and ensuring all paperwork is in place for their visit. We are looking for someone with strong IT skills but also good customer service skills to support the team.

About the job:

- Unpacking and Checking off deliveries against Order Sheet/Requisition Tracker as delivered.
- Distribute to person who ordered or requires the items for a job or put away in stock as required.
- Booking in Delivery Notes against order on iProc
- Invoice Queries - Dealing with any subsequent invoice queries relating to Orders placed/Deliveries received
- Replenishing Permits to Work paperwork and other permits/forms as required
- Replenishing Stationery Stock as required
- Maintain Filing systems
- Archive paperwork as required – usually on an annual basis

About you:

- Ability to work under pressure in a busy, fast paced environment
- Support Maintenance Office Colleagues with day-to-day activities as required to include the following (this list is not exhaustive). This will be a developing role with varied responsibilities to ensure cover for the whole Administration Team.
- Assist with raising Requisitions on iProc (Knowledge of Oracle & iProc beneficial but training will be given)
- Reacting to In House Site Maintenance Engineer enquiries and requests
- Reacting to SRF's (Service Request Forms) and reporting to outside contractors if applicable.
- Welcome Sub Contractors to the Office and assist with relevant paperwork to be issued, signed off. Liaise with person of contact that the Sub Contractor is on site and if they need further assistance.

Skills required

- Strong IT skills/knowledge of Microsoft Office (Word, Excel, Outlook)
- Excellent communication skills with the ability to communicate effectively as required
- Previous Administration experience advantageous
- Strong attention to detail
- Team Player

Salary: £20,000 - £25,000 per annum depending on experience

How to apply:

To apply please send you CV and covering letter to jobs@numatic.co.uk

Closing date: Monday 25th October 2021

