
Office Administrator

Gase Engineering – Dartford DA1

Position

- Full time – 37.5 hours per week
- Overtime available
- 30 days paid holiday (inc. Public holidays)

Role Summary

- Good computer literacy
- Ability to work independently or in a team
- Must be flexible and willing to help out with other office duties
- Dealing direct with both customers and suppliers
- Responsible for daily management of customer purchase orders
- Responsible for raising contract review documents
- Responsible for Purchasing of raw materials
- Distribution new route cards to relevant departments
- Works closely with the machine shop manager for future planning of works capacity
- Assisting with day to day general enquiries from the workshop
- Training given

Benefits

- Pension contribution
- Free refreshments
- 2 x 15 minute paid tea breaks
- Onsite parking
- Gratuitous Christmas bonus

Job Type: Full-time

Salary: Based on ability / experience