Service Administrator
Location: Burton-on-Trent
Salary: Competitive

Are you a school or college leaver looking to enter the world of full-time employment but don't know where to start or what field you want to go into? Or are you already in an admin-based role but bored of the tea round and sorting the stationary cupboard?

If you're ultra-organised, adaptable, with great attention to detail, have a strong understanding of what it means to provide exceptional customer service and love looking after a team, this role may be perfect for you.

Immerse yourself into our customer-facing departments and get to grips with how a manufacturing business operates from a commercial perspective.

Primarily, this role will provide you with the opportunity to work across the Customer Service and Logistics teams, carrying out day to day tasks and assisting with project work where required. However, there may be opportunity to dip your toes into other areas of the business too!

First and foremost, our aim is to recruit talented people that align well with our values and way of working; we're passionate for success, we act on integrity, we collaborate, we're resilient, we're in it together for the long term.

So, if you…

- Have 5 A-C grades (or equivalent) at GCSE including English and Maths
- Are efficient with Microsoft Office including Word, Excel, PowerPoint
- Previous experience in a customer facing role
- Efficient IT skills, including use of Excel, Word, PowerPoint and Outlook
- Have top-notch troubleshooting and problem-solving skills
- Self-motivated and organised
- Enthusiastic, flexible and adaptable
- Attention to detail
- Have excellent communication skills, both written and verbal
- Are positive, personable and an effective team player

…we may just be the right fit for each other. Does this sound like you?

Role & Responsibilities

Your key duties will include:

- Front of house duties including welcoming visitors and hauliers providing an inviting and welcoming reception service
- Maintenance of the filing system to ensuring traceability
- Answering queries by telephone, email and face to face
- Taking messages
- Order inputting and processing
- General administration

40 hours Full-Time
Perm Contract

Benefits

- Generous company-contributed pension scheme
- Bonus
- Life assurance
- 31 days annual leave inclusive of bank holidays
- Annual health surveillance
- Cycle to Work Scheme
- Corporate discounts

HOW TO APPLY

In order to apply for this position, you will need to submit an online application. Alternatively, candidates can send their CV and cover letter to careers@russellrooftiles.com, stating their current salary and salary expectations for the role. Only applicants, who can adequately demonstrate how they meet the requirements of the person specification, as outlined in the job description, will be short-listed. CV's are accepted only with an accompanying online application form. If you require further information, please contact careers@russellrooftiles.com.