

Racking Administrative Assistant

CAM Handling Solutions are looking to recruit an experienced Administrative Assistant to join the Racking Department team.

The Role

Working predominantly within the Racking Department of the company, this job is full of variety and you'll need to be able to turn your hand to a multitude of tasks including but not limited to:

- Assisting with the co-ordination and processing of racking inspection/repair/installation projects
- Provide support in all phases, gathering quotes from suppliers, populating cost sheets, creating digital files for all quotes, transferring digital files to projects as they occur
- Project set up – ensure all materials are checked and signed off prior to order placement
- Prepare project folder, review project requirements ensuring all site equipment, labour is booked and managed
- Ensure subcontractor files are up to date in terms of Installers cards, insurance documents
- Prepare scope of work and project schedule documentation
- Collate risk assessments and method statements ready to send to the client
- Maintain enquiry registers, updating with the most recent update
- Maintain racking stock spreadsheet(s)
- Process workplace catalogue enquiries/orders and actively promote the workplace solutions catalogue and its multitude of products



To apply: Please email joy@camforklifts.co.uk with your CV and an explanation of what interests you about this position

Job Type:

Permanent, Full Time

Salary:

Competitive, dependent upon experience

Working Hours:

Monday to Friday 0900 to 1700 hours

Holidays:

Commencing at 30 days per annum including bank holidays



- Maintain client relationships at the appropriate level reinforcing the company's commitment to continuously address and respond as quickly as possible to any enquiry incoming
- Work collaboratively with other departments where required to ensure any turnkey truck and racking project timescales address all aspects of the project
- Answer incoming telephone calls on a rota basis

Personal Requirements

- Self-motivated and driven individual
- Attention to detail and good organisational skills
- Excellent written and verbal communication with strong interpersonal skills
- Be a strong team player yet with the ability to work independently
- Can work under pressure to tight deadlines
- Good working knowledge of Microsoft Word, Excel and Outlook (Adobe Professional is an advantage but by no means compulsory)
- Ability to show initiative and work with minimal supervision
- Excellent time management skills
- Social media savvy (Facebook, Twitter, LinkedIn)
- The ability to multitask is a pre-requisite
- Health & Safety credentials would be advantageous, however not essential
- Excellent customer relations skills

Apply Today!



Tel: 0114 243 3332

E-mail: sales@camhandling.co.uk

Web: www.camhandling.co.uk