

Administrator

Viltra is a specialist in the design, manufacture and supply of engineered solutions for the reliable and effective treatment of aqueous effluent streams from industrial, commercial and residential premises.

To support our continued growth, we are seeking a highly organised individual to assist across the business in an administrative capacity. The key functions of the role will consist of:

- Dealing with telephone queries and re-directing as necessary within the business
- Providing a professional response to inbound customer communications
- Responding to general email enquiries
- Preparing, organising and storing information in paper and digital form
- Maintaining office systems including computer-based records
- Assisting with quote compilation where required
- General administrative tasks from all departments

The ideal candidate will:

- Have 2 years + experience in a customer focussed administration role
- Prioritise customer satisfaction at all times
- Be able to work in an organised, methodical and accurate manner to meet indicated deadlines
- Have experience with MS Office suite

Working hours:

8am-5pm Monday – Thursday

8am – 3.30pm Friday

To apply please send a copy of your CV to Jarlath Cunningham at jarlath@viltra.co.uk