



OPERATIONS ADMINISTRATOR

Stansted, Essex
Salary £14 - £16k, dependent on experience
25 Days' Holiday plus Bank Holidays
Accident & Sickness Insurance,

DMG Delta are a well established and rapidly growing organisation, offering a one-stop maintenance and installation solution for building services and facilities management, working with clients throughout Greater London and the Home Counties. We now have an opportunity for an Operations Administrator to join the team.

In this busy and demanding office based role, your duties will include

- Courteously and accurately receive, record and react to all incoming client calls.
- Process and file all incoming company correspondence in an accurate and timely manner.
- Type, log and file all outgoing company correspondence, ensuring that all client communication is of the highest standard in literacy, accuracy and presentation.
- Maintain the quotations databases, ensuring they are accurate and up to date.
- Process departmental filing as necessary, both electronically and paper based.
- Actively develop electronic filing processes to ensure they are efficient and fully utilised.
- Train other staff members in the use of electronic filing systems as appropriate.
- Assist where necessary in arranging documentation, equipment etc for new starters, ensuring they have everything relevant to carry out their work effectively, producing new starter flyers.
- Report monthly to on progress of all responsibilities and to identify any areas of concern or areas for improvement.
- Assist in the administration of the staff holiday records, processing request forms in a timely manner on a weekly basis
- Input all new contract details onto system accurately and in a timely manner.
- To produce on site documentation and files for use by engineers and customers.
- Maintain checks on supplies of all company stationery and other items as necessary, placing orders for all necessary consumables, minimising costs where possible.
- To ensure that the stationery room is clean, organised, and adequately stocked at all times
- Provide general administration and telephone support for the Operations department
- To assist colleagues in providing cover due to absence.

To succeed in this position you must be an experienced Administrator with the following:

QUALIFICATIONS/KNOWLEDGE

- Good general education - GCSEs (or equivalent) in English and Maths as a minimum
- Excellent knowledge of entire Microsoft Office suite (2007 version), particularly Word and Excel
- Excellent typing skills, both in terms of accuracy and speed

EXPERIENCE

- Previous office experience essential

ATTRIBUTES

- Must be a proactive self-starter with the ability to multi-task
- Ability to work on own initiative
- Excellent communication and teamworking skills.
- Ability to bring fresh ideas to the department

To apply for this role, please either download the application form from the careers section of our website www.dmgdelta.co.uk, or contact Karen Hammond to request an application form via one of the following methods:

Tel: 01279 810101
Fax: 01279 815554
Email: karenh@dmgdelta.co.uk

Please include a copy of your CV where possible when sending in your application form.

DMG Delta are members of Investors In People.

STRICTLY NO AGENCIES PLEASE