

Office Administrator

Blueflame Profiles Ltd, established in 2009 is a family business offering CAD/ CAM, Profile Cutting and Lumsden Grinding services to a number of sectors including Aerospace and Automotive.

The demand for our services continues and we are now expanding our workforce to reflect our growth plans for the company.

We have an excellent opportunity for an Office Administrator to be part of a small, busy team supporting our Engineering workshop.

Hours of Work: Monday – Friday – 9.00 am – 4.30 pm.

For the right applicant some flexibility may be negotiated regarding start and finish times however the role does require attendance in the office Monday – Friday.

Starting salary: National Minimum Wage with scope to advance and increase earnings as role and responsibilities develops.

The role: The range of duties is varied and will include:

- Making and receiving calls to customers and suppliers
- Responding to e-mails / correspondence as appropriate
- Preparing and sending invoices
- Receiving and recording payments
- Maintain client databases
- Carry out other relevant duties when needed.

Training will be provided for the right person who can demonstrate the following essential requirements:

- A minimum of 12 months office administration experience
- Excellent written and verbal communication skills
- Time management and multitasking abilities
- Numeracy skills
- Reliability
- Able to pay close attention to detail/ Accuracy
- Competent in office applications e.g., Outlook, Excel, Word

Qualifications

Essential; GCSEs in English (or equivalent) and Maths (or equivalent) Grades C or 4 or equivalent.

Desirable : Experience of SAGE