

**Job title**

ADMINISTRATION ASSISTANT

**Company name and postcode**

GMC FABRICATION SERVICES LTD WF8 4PJ

**Job summary**

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

We are looking for an office administrator to join our busy Pontefract based manufacturing company for Administration Support. You'll have a professional and friendly personality, with strong communication skills and be well presented. You'll have Strong Administration skills with excellent MS Office skills (outlook, word, excel). Ideally accounts/office experience but not essential, - in particular Xero accounting would be beneficial but not essential as training will be given. This is a varied role, with Reception, Administration, Accounts responsibilities to assist the Office Manager and the company Managing Director when needed.

Dealing with customers and suppliers in a professional manner. Filtering post and telephone calls ensuring correct prioritisation. Greeting visitors to the office. Administration Support to all staff in the Office. Ensuring workshop consumables, office stationery and other items are kept in stock Logging purchase invoices received and providing authorisation where appropriate (XERO). Sales Support where required including formatting of sales documents. Helping maintain up to date accounts. Assisting the Office Manager in keeping records of appointments, writing up quotations, replying to customers and other general duties.

**Essential skills, experience and qualifications** (please do not use bullet points)

Maths and English (equivalent to a C grade or above). Some Office Experience.

**Job category (DWP use only)****Number of hours per week**

25 - 35 TBC

**Working pattern and contracted hours** (including any shift patterns)

8.00am - 16.30pm MON-FRI

**Hourly rate of pay**

NATIONAL MINIMUM WAGE