

# Administrator

**VACANCY:** Administrator

**LOCATION:** Maidstone, Kent or Kilmarnock, Scotland

## **ABOUT US:**

Glenfield Invicta Limited is part of the AVK Group; who are market leaders in the supply of valves, fittings and flow control equipment to the Water, Waste Water, Oil and Gas industries throughout the world.

We are recruiting for a dynamic individual to help support our growing team, in carrying out office and clerical duties. Tasks include the promoting and documenting of actions delivered by the team you will be assigned to.

This is a great opportunity for someone looking to join a market leading company to develop and grow your career whilst benefiting from the support and network of the group.

## **ABOUT THE ROLE:**

You will be responsible for processing sales and purchase orders, responding to customer enquiries, expediting suppliers' orders, and ensuring customer orders are despatched on time with the relevant invoicing and costings applied.

Key responsibilities include, but are not limited to:

- Customer communication and support.
- Order processing and monitoring.
- Coordinating logistics from suppliers and deliveries to customers.
- Supplier communication and goods inwards processing.
- Collating costs through Business Central system using LNS codes.
- Organise and maintain files and internal records.
- Administrating Contracts and orders, ensuring requirements are met.
- Raising invoices and applications for payment.
- Raising purchase orders for subcontractors and equipment.
- Communication with other departments.

## **ABOUT YOU:**

- Passion for delivering first class customer service.
- Ability and desire to work within a team.
- Office skills, with the ability to file, coordinate and document support duties.
- An understanding of Microsoft Office Suite especially "OUTLOOK", "WORD" & "EXCEL".
- Proven experience of dealing with customers in a professional manner.
- Excellent communication and solution orientated problem-solving ability.
- Demonstrate attention to detail and observation.
- Flexibility to adjust workload priorities to take account of new deadlines.
- Continuous Improvement Mindset.
- Independent worker with excellent planning and organising skills.
- Results orientated with the ability to plan and deliver against project deadlines.



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## WHAT WE OFFER:

- Competitive salary
- An important role within a successful and growing business, with clear prospects for career progression
- A culture of promoting personal development, with ample opportunity for training and earning qualifications
- Remote working
- Incentive scheme
- A culture of shared values, goals, attitudes, and business growth
- Employee Assistance Programme (Welfare and Wellbeing)
- 33 days holiday (including statutory Public Holidays)
- Life Assurance plan (x3)
- Company pension plan
- Discounts and cashback across many high-street and online retailers (Supermarkets, Entertainment, Fashion, Days Out, Technology, Home, and Travel)

## WORKING HOURS:

The working hours are 37.5 hours per week:

- Monday – Thursday 0830-1700
- Friday 0830-1600

We know that our people make the difference in the AVK Group, and we are looking for skilled, passionate, and driven professionals to work with our inspirational leaders; to promote our culture, enable change and champion a lean environment.

**APPLY NOW** - Please send your up-to-date CV to [careers@avkuk.co.uk](mailto:careers@avkuk.co.uk)

