

## ROLE: **SUPPORT ADMINISTRATOR**

£7.50 per hour – P/T (25 HPW)

### **Hours to Suit Monday to Friday**

Our Company vision is Great People, Great Service, Great Results and we believe your contribution is crucial to the success of the business. To achieve our vision we live by the values of Integrity, Team work, Passion, Can-Do and Responsibility.

### **The Position**

You will be responsible for assisting in the general office administration, keeping records and files up to date. To ensure all documentation is filed correctly and neatly, sort and distribute the mail, to take and pass on any messages accurately, to attend appropriate training sessions as and when required, to perform any other reasonable duties as requested by the line manager.

### **Key Duties**

- Accurate Collation and reporting of large volume data to meet specific client deadlines
- Printing and Distribution of Sandwich Label Orders (Range, Asda Colleague)
- Processing and Reconciliation of Tesco Light Equipment Orders
- Monitoring of Team Inbox
- Formatting, Printing and posting of HR Related letters
- Printing/Binding and Laminating
- Copy Typing
- Updating unit lists / any other standard templates
- Project and company initiative support

- Attendance to Team conferences (Quarterly)
- Ability to take customer complaints via phone in a professional manner

## **The Person**

The successful candidate will have the following skills:

- Previous experience in an administrative role
- High standard of literacy and numeric skills with excellent attention to detail
- Excellent intermediate working knowledge of Word and Excel (PowerPoint Desirable) – tests will be given during interview stage
- The ability to maintain a high level of confidentiality
- Excellent telephone manner with a Can Do Attitude
- Full Driving Licence essential as travel to team conferences will be expected

## **The Benefits**

Compass Group UK & Ireland offers excellent career and development opportunities, as an organisation that's proud of its great people, we believe in the opportunity to recognise and share success, that's why we offer a competitive salary, pension scheme and life assurance, sick pay, and company discounts.

**So if you are looking for the opportunity to achieve your full potential in a team that is focused on great people and great service, we'd love to hear from you.**

**To apply for this role or more information contact [careers@fulfill-vending.co.uk](mailto:careers@fulfill-vending.co.uk)**