

## **Vacancy**

## **Office Administrator**

### **The Company**

We are a family run business based in Wandsworth specialising in the manufacture and installation of door entry systems and other associated equipment. We have been trading since 1958 and have a reputation for excellent quality and service.

### **The Position**

The successful candidate will be working in a small friendly office and will be closely associated with all aspects of the company but in particular with the maintenance department. We are looking for a full time office clerk to cover all aspects of general office work; duties include:

- Taking telephone calls from customers who are reporting faulty systems and then processing the information on to our service engineers.
- Liaising with the service engineers over all aspects of their responsibilities.
- Assisting the sales department with marketing and order processing.
- Assisting the accounts department with some debt chasing
- Dealing with a variety of office day to day procedures.

### **The ideal candidate will have the following skills**

- A good telephone manner.
- Good attention to detail.
- Experience with a wide range of office skills.
- Reasonable computer literacy.
- A good knowledge of the geography of London.
- A 'can do' attitude.

### **Conditions**

- Hours                9.00am to 5.00pm Monday to Friday with a one-hour lunch break
- Holidays            Initially 21 days per annum (rising to 25) plus all bank holidays

To apply for this role, please email your CV and a brief explanation of why you believe you are a strong candidate to [vacancies@entryphone.co.uk](mailto:vacancies@entryphone.co.uk).