



Atlantic Careers: Head Office Administrator

Atlantic Ltd is a long established family owned company with over 40 years in the Beer Dispense industry. We work with major alcohol brands across the UK. Due to our ever growing client base we are recruiting!

We have a vacancy for an organised Administrator to join our Head Office team in Clacton-on-sea on a full time permanent basis.

Role Objective:

To support our Sales, Office and Operational teams with administration duties completed to a high level to enable them to efficiently help our customers all across the UK.

Day to day duties will include but not limited to:

- Answering inbound calls (external and internal)
- Logging Job requests on to our systems
- Check and maintain client information
- Consolidate inbound paperwork
- Document Control – checking all worksheets are received and correct
- Raising Invoices and sending them to customers
- Preparing and producing regular reports
- Supporting other teams with general admin duties
- Work towards individual KPI's

Essential Skill Requirements:

- Have excellent administrative skills
- At least 1 years recent administration experience
- Be able to work in a fast paced environment
- Be well organised and able to prioritise work load
- Have excellent communication skills and a good telephone manner
- Be able to handle challenging situations
- Be computer literate and proficient in IT packages such as Word & Excel
- Work effectively in team
- Minimum GCSE grade A-C in English & Math (or equivalent)

The following Skills are not essential but would be a distinct advantage:

- Previous industry experience
- Experience of raising invoices on Sage

Remuneration Package

- Salary: Initial hourly rate is £8.00 per hour, increasing to £8.50 upon successful completion of probation period.
- 20 days holiday + Bank Holidays
- Workplace Pension
- Full on the job training with options to undertake further learning
- Flexibility in hours

**If this position would suit you please forward your CV and covering letter to Tanja.Kavangh@atlantic.org.uk
Or for an informal chat or more information please call Helen on 01255 224640 and select option 1**