

Junior Office Assistant

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| Date: | 1st November 2017 |
| Location: | Loanhead (Midlothian) |
| Working Hours: | 08:30-16:30 Monday to Thursday, 08:30-12:30 Friday |
| Salary / Benefits: | Competitive plus Company Pension Scheme |
| Contract Type: | Permanent Full-Time |

Pentland Precision are a specialist engineering solutions provider serving a diverse range of customers in different business sectors, and an exciting opportunity has arisen to join our office team. Based in Loanhead, with easy access to transport networks, our business is the design, manufacture, and delivery of high quality precision engineering products.

Working as part of a small team in a busy office/warehouse/manufacturing environment, you will play an important role in ensuring the satisfaction of our colleagues and customers with a combination of great customer service skills and a 'can do' attitude. This would be a great opportunity to come on and develop within the company.

Key Responsibilities:

- Be prepared to use a high degree of self-management and initiative
- Be flexible and able to adapt to any given business need
- Undertake all administration duties as requested, including:
 - Printing, Scanning and Filing
 - Data Entry and General File Administration
 - Processing Email Instructions
 - Sorting and handling daily post
 - Ad-hoc admin support
- Liaise with customers via telephone and email, and handle new enquiries
- Use the order management system (Sage Line 50) to process Delivery Notes
- Oversee and process Sales Orders
- Provide support to other departments and teams as and when required

Essential Skills:

- Excellent command of the English language
- Strong computer skills
- Proficient in Microsoft Office packages
- Likes to get stuck in and has an enthusiastic, proactive approach to work
- Keen learner
- Hard working
- Flexible

To apply, please send your CV and a brief description of why you feel you would be suitable for the position to Jodie Cooke: jcooke@pentlandprecision.co.uk