

Job Specification – Administrator

Date: 8.5.2017

Horizon was established in 1993, specialising in the Design, Installation and Repair of Lightning Protection Systems, and Work at Height industry undertaking inspections, erections and repairs to Industrial Chimneys and Flare Stacks. Contracts are carried out throughout the UK and abroad. We are looking for a key person to join our busy administration team, working in a modern open plan office close to Calverton.

Skills Required:

- MS Word & Office
- EXCEL
- ACCESS
- Excellent telephone manner
- An eye for detail and accuracy in work produced
- Good Numeric skill
- Neat Handwriting
- Ability to work on own initiative and as part of a team

General Duties:

- From information provided by Project Managers and Directors Create quotes and orders using bespoke software package Evolution M (full ongoing training provided)
- Create contract site documentation per job file
- Complete information within job files, update White Board with job file status, pass job file to appropriate Project Manager
- Answer telephone enquiries from clients, suppliers and site operatives
- Update Job files and computer with information once job file completed, update White Board with completed job detail
- Produce Invoices from completed job files, save to client job folder on computer, update computer and job file with Invoice data
- Liaise with Accounts Office regarding Invoiced clients
- Update computer and job file with payment detail
- Email Completion Certificates to clients for signature after completion of each job
- Email KPI form to client for completion after each completed job
- Carry out stock check and order stationery
- Bind Documents/Employee Handbooks
- Liaise with Departments for Lightning Protection, Work at Height & Accounts

Training will be provided in all in-house office equipment and processes.

Horizon is certified to ISO9001 for Quality, ISO14001 for Environmental & OHSAS 18001 for Health & Safety and as such works to specific processes and procedures within the business.

Hours: 9am to 5pm 1/2hr for lunch

Holidays: 20 days + statutory holidays (as we have a shutdown period over Xmas we ask employees to save 3 days of their annual holiday entitlement to use at this time.)

Salary is dependent upon candidates experience and skill and is therefore negotiable.

For further company information, please refer to our website www.horizonsc.co.uk

Horizon are an Equal Opportunities Employer