

Office Administrator, Maternity Cover Contract

Part time 18 hours per week, based at
Aylesford, Kent (immediate start)

THE ROLE

We are seeking a diligent and customer-focused individual to join our team as an Office Administrator. The successful candidate will be responsible for various tasks aimed at ensuring exceptional customer service, efficient administrative support, and adherence to company policies and regulations.

- Answer customer calls and emails promptly, demonstrating knowledge of upcoming developments and responding to inquiries with appropriate resolutions.
- Process invoices accurately and efficiently, resolving any related queries in a timely manner.
- Create and maintain accurate reports using Excel, providing valuable insights to support decision-making processes.
- Compliance to Safety, Health and Environmental standards of our business.
- Handle all account and cash invoice queries, including returned/redirectioned concrete, out-of-hours issues, void tickets, and customer complaints.

THE REQUIREMENTS

- Previous experience in customer service and administrative roles preferred.
- Proficiency in Microsoft Excel and other relevant software applications.
- Strong communication and problem-solving skills.
- Ability to prioritise tasks and work efficiently in a fast-paced environment.
- Clear and confident telephone manner.
- Knowledge of safety, health, and environmental regulations is an advantage.

TO APPLY

To apply, please email a CV with covering details to,
tina.duffield@brett.co.uk
Brett Concrete, Brett House, St Michaels Close, Aylesford,
Kent ME20 7XE

The closing date: Monday 15th April 2024

Brett Group operates an Equal Opportunities Policy

Brett is the UK's largest independently owned building materials Group with over 60 sites across the South, South East, East and Midlands and employing over 700 people.

Part of the Brett Group and based in the South East, Brett Concrete specialises in the supply of ready-mixed concrete and floor screeds across the range for domestic and commercial projects. We have specialist expertise in specifying and operating bespoke site plants having supplied Bluewater shopping centre, the Channel Tunnel Rail Link and Crossrail.

With a reputation for excellence, we offer superb development opportunities to people keen to be a part of our continued growth. As an independent business we can offer real job satisfaction in an environment which encourages you to contribute, supports you in getting the job done and enables you to become part of a team that delivers building materials for big ideas.