

GENERAL WORKS & MAINTENANCE ADMINISTRATOR

We are currently looking to recruit a general works and maintenance administrator for our Cambridge office.

The successful candidate will be based in the Cambridge office, responsible for the day-to-day Mechanical and Electrical administration requirements generated by the busy General works and Maintenance department.

Although tasks will be varied the key responsibilities are as follows:

- Administering project accounting system from receipt of instruction to final invoice payment
- Assist in obtaining supplier and sub-contractor quotations
- Raise supplier and sub-contract orders as directed by the team
- Assist in collating, consolidation, issuing and tracking of technical submissions
- Assist in producing and administering procurement schedules
- Assist in compiling order request forms
- Administering maintenance contract scheduled appointments & requirements
- Management of incoming and outgoing documents and maintaining the filing structure
- Department client debtor management
- Document control for all drawings, specifications, reports, quotations, memorandums, letters, electronic mail and the like
- Assist in producing, populating and updating programme of works using Asta power project

We are looking for a team player whom ideally has the following skills:

- Basic accountancy skills
- Good Microsoft office knowledge
- Good communicator
- Ability to prioritise workload
- Attention to detail
- Ability to plan work activities to achieve specified dead lines
- Ability to work under pressure

Salary is between £19,000 and £22,000, depending on experience and suitability to the role

Annual Leave – 25 days + Bank Holidays

BUPA medical will be offered after 3months successful employment



For more information on the position available, the competitive package on offer and our company values, please submit your CV to info@eyregroup.co.uk or post to: Horizon Park, Barton Road, Comberton, Cambridge CB23 7AJ

All applications will then be reviewed after the advert has closed.
