



E.C.M. (VEHICLE DELIVERY SERVICE) LTD

ADMINISTRATION ASSISTANT APPLICANT GUIDANCE NOTES

To assist you in applying for a vacancy with E.C.M we have detailed below some of the key requirements for the above Vacancy and benefits of working for our Company.

Key Requirements

- Must be able to work to tight deadlines while maintaining the highest standards of work.
- Must be able to work individually and as part of a large team.
- Must have good communication skills and telephone manner.
- Must take care and pride in your work.
- Must be able to work with sensitive and confidential information.
- Must be willing to learn new tasks and take on new responsibilities.
- Must have own transport to and from work (rural location).
- Must be able to wear full company uniform.

Key Benefits

- Full time position (08:30 – 17:00, Mon-Fri).
- Full and comprehensive training given.
- Competitive Salary £15,000 - £23,100 (depending on experience).
- Comprehensive uniform and good company image.
- Pleasant working environment.

Key Responsibilities

- Provide administrative support in the following areas within the Administration department:
 - Payroll,
 - Tachograph analysis,
 - Calculation of drivers' working hours
 - Electronic proof of delivery systems.
 - Processing paper proof of delivery notes.
 - General fleet and driver administration
- Maintaining spreadsheets, databases and reports.
- Communicating via telephone with drivers in relation to the above topics.
- General office administration duties including answering telephones, filing, scanning, photocopying, etc.