

**ADMINISTRATION ASSISTANT
KILLINGHOLME
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 have good administration skills.
- ⇒ Must have reasonable keyboard skills.
- ⇒ Must have good communication skills and be able to liaise with drivers, management, and customers.
- ⇒ Must have good telephone manner.
- ⇒ Must be flexible to meet the varying demands of the job.
- ⇒ Must work accurately with data.
- ⇒ Must be prepared to assist with vehicle inspections, working outside and in all types of weather.
- ⇒ Must be able to wear a full company uniform at all times.
- ⇒ Can not take any holidays between 15th February to 31st March and between 15th August to 30th September each year. (*peak trading periods – with change of registrations*)
- ⇒ Must be clean and presentable at all times.

Key Benefits

- ⇒ Good rates of pay.
- ⇒ Comprehensive uniform and good company image.
- ⇒ Full training given.
- ⇒ Professional career with progressive company.
- ⇒ Full time position – 40 to 48 hours per week on a shift pattern to help provide total cover on the site from 07:00am to 19:00pm, Monday to Friday.

Key Responsibilities

- ⇒ Answering telephone calls from drivers, management and customers
- ⇒ Liaising with drivers, management and customers concerning loads, damages and queries.
- ⇒ Data input into computer system.
- ⇒ Filing, faxing, general office admin, etc..
- ⇒ Assist with vehicle inspections.