

**CORPORATE DELIVERIES -  
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 have excellent telephone and communication skills.
- ⇒ Must have the abilities and manner suited to working in a Customer Service environment
- ⇒ Must be computer literate and have experience of Outlook, Word & Excel
- ⇒ Must have a high attention to detail and the ability to prioritise workload
- ⇒ Must have the ability to process large amounts of data, accurately, in a short time frame
- ⇒ Must have the ability to work under pressure and to deadlines
- ⇒ Must be able to maintain a calm and professional manner.
- ⇒ As our busy periods are around the new vehicle registration change dates, holidays cannot normally be taken between 15<sup>th</sup> February to 31<sup>st</sup> March and 15<sup>th</sup> August to 31<sup>st</sup> September each year.
- ⇒ Must have own transport to and from work.
- ⇒ Must be able to wear full Company uniform at all times.
- ⇒ Must have a flexible attitude to work in order to meet customer's needs.

**Key Benefits**

- ⇒ Full time, permanent position
- ⇒ Full on-the-job training provided
- ⇒ Career with progressive company
- ⇒ Good salary
- ⇒ Comprehensive uniform provided
- ⇒ Modern facilities and up-to-date technology
- ⇒ Pleasant working environment

**Key Responsibilities Include:**

- ⇒ Processing vehicle delivery requests
- ⇒ Booking deliveries with subcontractors
- ⇒ Monitoring delivery progress & providing ETA's
- ⇒ Processing supplier invoices and paperwork
- ⇒ Updating spreadsheets
- ⇒ Dealing with customer enquiries