Business Assistant

Location: Office-based
Hours: 40 hours per week, 9am to 5pm Monday to Friday (no weekends or bank holidays)
Salary: Starting salary £27,040 per annum

GRM are pleased to announce an opportunity for a **Business Assistant** to join the company. This full time role sits within the Administration Team based at our office in Burton on Trent, Staffordshire DE14 2WH

The role – duties include, but not limited to

Sales/Credit Control Tasks

- Typing of invoices/email to clients.
- Supporting credit control – chasing clients outstanding debt, any account queries and any other adhoc tasks.
- To learn all aspects to enable to cover on Fridays, holidays and sick leave.

Purchase ledger & Procurement Tasks

- Inputting of suppliers invoices and requesting approval/grades from engineers
- Ordering and booking of site equipment i.e. JCB's, any consumables as needed by engineers
- Store equipment/consumables checked and replaced
- Company vehicles – daily updates of changes in usage/booking of MOT's & services
- Delivering and collecting company vehicles to/from the garage
- To learn all aspects to enable cover for holidays and sick

Reception Cover

- Answer and transfer incoming calls, take messages if required
- Set up of enquiries, projects and new clients
- Daily Use of bespoke software
- Filing, printing, scanning, laminating and archiving

    - Any other duties deemed necessary

About you

We are looking for someone who has:

- Strong attention to detail and a methodical approach
- Good organisational skills, with the ability to prioritise and manage tasks
- An ability to work effectively on your own and as part of a team
- Clear and confident communication skills
- Be flexible and adaptable to changes in scheduled work
- Good computer skills
- A positive, practical and reliable approach to work
- Full UK Driving License essential (Category B manual gears)
    - Previous office experience is preferred

What we offer

- A supportive team environment with full training provided
- The opportunity to develop
- 4 x annual salary life insurance
- 4-6% matched pension contributions
- 34 days annual leave (including bank holidays and Christmas shutdown)
- Approved overtime is paid at time and half or can be taken as time off in lieu.

To apply, please forward your CV to recruitment@grm-uk.com

Further information about GRM and what it is like to work as part of our team can be found at: https://www.grm-uk.com/land-your-perfect-career/

GRM are an equal opportunities employer.