



**Administrator – January 2023 / Salary £20K - £22K DOE.**

Entrance Access Solutions Limited are a rapidly growing automatic and industrial door company based in East Kilbride who are looking for an experienced Administrator to join their team.

Working alongside the Key Account Manager to support one of the main accounts with a variety of tasks.

**Responsibilities:**

- Answer incoming calls within the office
- Making outbound calls to client sites, engineers, and suppliers
- Sending paperwork to clients, including RAMS, and updating the site of job status
- Managing jobs in the Field Management System (Big Change)
- Managing client portals accordingly as instructed by Key Account Manager
- Updating the engineer diaries and work schedules on an ongoing basis
- Overseeing maintenance contract schedules and reports
- Booking Accommodation for overnight stays
- Follow up client quotes and chasing feedback
- General ad hoc office administration

**Skills required:**

- Basic PC skills
- Great communication skills
- Ability to work on your own as well as part of a team
- Self-motivated and reliable
- Good attention to detail
- Process driven

Previous experience in a similar role preferred.

In return we offer a fun environment to work in with team building days, nights out and other incentives throughout the year. We fully believe in everyone rolling up their sleeves and mucking in to get a job done, so your role will be completely varied, and no two days will be the same.

**Skills and Experience:**

1. Working knowledge of Microsoft Excel.
2. Excellent attention to detail with high degree of accuracy.
3. Excellent verbal and written communication skills.
4. Experience of working in an SME / reactive support business desirable.

Normal Hours: 8:30am – 5pm.

Holidays: 28 days a year. Apply at [recruitment@easautodoors.co.uk](mailto:recruitment@easautodoors.co.uk)

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