**CUSTOMER PROJECTS AND ADMIN MANAGER:**

Our client is a premium based environmental service company based in Gomshall and they are looking for a Admin Manager to help run the office and customer projects.

This is full-time office-based role and our client offers:

* A competitive salary range of £28,000 - £33,000 per year, depending on experience.
* Comprehensive benefits including a company pension.
* A supportive and dynamic work environment, committed to personal and professional growth.

**Key Duties:**

* Plan and organise customer visits and technician diary management
* Manage technician on-call rotas, overtime, and timesheets, optimising resource allocation and employee satisfaction.
* Working with the PA to the MD, oversee the procurement of office stationery and supplies, ensuring the office is well-equipped and operational issues are resolved swiftly.
* Ensure equipment and materials for jobs are ordered in timeously and allocated to the relevant field staff member to avoid disruption of works
* Invoicing and confirming receipt of all payments and purchase orders before commencing work, or ensure agreed payment terms are approved.
* Ensure diligent payment collection and debt management, maintaining financial health and client relations.
* Aim to keep debtor days under 40 days each month, enhancing cash flow and financial stability.
* Coordinate payments related to vehicles, including parking, congestion charges, and fines, ensuring compliance and documentation.
* Assist with organising MOTs, vehicle licensing, tax, and servicing schedules, maintaining operational readiness.

**Key Skills:**

* Demonstrated experience in sales administration and invoicing
* Confident, with a dynamic personality, capable of thriving in a fast-paced environment
* Exceptional organisational skills and an aptitude for time management.
* Ability to work under pressure in a fast paced, constantly changing environment
* Proficient in Microsoft Office, CRM systems, and invoicing/payment systems, with a strong sense of ownership over tasks.

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".