

VACANCY

Office Administrator

We have a great opportunity to join our growing business, here at Westmade. Established in 1977, we have gone from strength to strength over the years, becoming a leading contractor across the South, with our busy office based in Verwood.

We're looking for a motivated and enthusiastic Office Administrator with experience in the building industry. The ideal candidate will be familiar with Microsoft Office programs, have good written and verbal communication skills, and be able to prioritize company demands in busy periods. The ideal person would be happy in working in a small team where everyone is expected to "pitch in".

Responsible include.

- Handle an influx of phone calls.
- Address enquiries
- Assist Office Manager
- Organise paperwork & keep the office tidy.
- Data Input
- General Admin duties

Please send your cv to enquiries@westmade.co.uk