



Office Administrator

Vigil Security Systems

Sheffield S10

From: £11.44 per hour (Dependant on experience)

Job Type: Full or Part Time, Permanent

Job Description:

We are a security company who work with intruder alarms systems, fire alarm systems, CCTV and access control and we are looking for a friendly, outgoing office administrator to join our team.

The role includes liaising with customers on the phone and via email, handling the customer journey from initial enquiry to job completion, invoicing, providing secretarial support to the directors, dealing with our engineering team and day-to-day queries.

We are looking for someone who can demonstrate the following attributes:

- Previous experience of working in an office environment
- Organised, methodical, great attention to detail and efficient
- IT Literate using Microsoft Office - Word, Excel and Outlook
- High level of written communication skills and numeracy
- Excellent telephone manner
- Able to pick up new systems easily, adapt to the environment and work well as part of a team and individually
- Punctual, friendly and confident person
- Results and Customer service focused
- Previous work with CRMs would be advantageous but not essential

Hours:

Full-time: Monday – Friday; 8.30am-5pm

Part-time: 3-4 days per week; hours to be discussed

Please note: The role is subject to a screening process under BS7858 due to the confidential nature of some of our work. A minimum checkable history of 5 years is required for this role and successfully undergoing recruitment vetting procedure is a pre-requisite of employment with Vigil Security Systems.

To apply, please email your CV to sheri@vigilsystems.co.uk along with a covering letter. If you have any queries regarding this role, please email.

Application Deadline: Wednesday 25th September 2024