

## General Administrator

### Job Description

**Title:** General Administrator, Full-time

**Salary:** Excellent rates of pay negotiable depending on experience

**Location:** 62a Drumnabreeze Rd, Magheralin, Co. Armagh, BT67 ORH

#### The Role –

Committed to growing our business, an opportunity has arisen for a highly organised, committed General Administrator to join our team.

Reporting to the Aftersales Manager and Rental Manager, this is an ideal opportunity for a person who would like to progress within their career.

#### Job Duties & Person Specification –

You will be responsible for day to day, administration duties at our Aftersales Service Centre for both aftersales and rental. Your roles and responsibilities will include:

- Data entry
- Maintaining and updating internal database making sure it is kept accurate and up to date
- Processing paperwork, updating systems and file documentation
- General admin duties
- Supporting management
- Daily use of Microsoft Packages – including Excel to intermediate level
- Maintaining deadlines

#### More about the Person –

- Full Driving License
- Good communicator at all levels
- Good knowledge of MS Office (Word, Excel, Outlook)
- Well organised and methodical
- Accuracy, attention to detail
- Confident using their own initiative

The company offers full time hours, ongoing training, and progression opportunities.

The role offers an immediate start for the suitable candidate.

Please send your CV to [stephen@thompsonleisure.com](mailto:stephen@thompsonleisure.com)