

General Managers Office Assistant

Salary £17-£18.5k p.a, 28 days Holiday + BH. Onsite parking.

Commercial Fuel Solutions Limited are looking for a highly motivated, hardworking and organised individual to join our fantastic office team. You will be primarily responsible for assisting the General Manager to ensure that they are able to balance their workload efficiently.

Delivering excellent customer service is at the heart of what we do so the perfect candidate will be able to manage multiple incoming enquiries in a prompt and efficient manner.

Commercial Fuel Solutions Limited are a UK based engineering firm that specialises in the design, manufacture and distribution of commercial refuelling solutions, including associated storage and handling equipment.

We are particularly recognised for our innovations in technology which embrace both the reduction of harmful emissions and those which help protect the environment.

Our body of work includes authoring technical guidance which promotes awareness and improves working practices throughout the industry at an international level.

The role allows for growth and progression within the company. Training will be provided.

General Requirements

To assist with the smooth running of the company, primarily assisting the General Manager which will also involve liaising with the sales and accounts teams.

- Managing incoming calls & managing answer phone messages
- Data entry & Routine filing
- Keeping record of tasks and open projects
- Managing the General Managers diary
- Progressing tasks, projects and providing updates

Sales Order Processing

- Receiving customers orders
- Reviewing, Editing and Processing orders received on website/s
- Raising new faxed / telephone orders on system
- Preparing despatch notes and shipping documentation
- Booking carriers, collections, collection times
- liaising with carriers, suppliers and customers to co-ordinate delivery
- Taking customer payment details and processing credit/debit card payments
- Preparing, sending and progressing proforma invoices
- Preparing and sending customer VAT invoices

Purchase Order Processing

- Placing authorised supplier purchase orders
- Reviewing, Editing and Processing orders as authorised
- Obtaining supplier order confirmation and progressing orders
- Assist with Exported products documentation
- Assist with maintaining customer credit accounts
- Database/spreadsheet management

Location

Office-based located at our head office and development facility located in Southampton's busy city centre.

5 minute walk from Southampton Central Rail Station



Applicants should submit a copy of their CV accompanied with a brief introduction and why they feel that the role is right for them to jobs@commercialfuelsolutions.co.uk

Commercial Fuel Solutions Limited are an equal opportunities employer.