



## **Job Title Operational Administrator**

### **Company Overview**

*J S Global are a young business run by a dynamic team and has seen fast growth over a short period of time.*

*J S Global work with a varied customer base from Insurance Companies, Shipping, Warehouses, Logistic and Government organisations that all have waste management, recycling, and destruction requirements along with excess stock that we purchase and re-sell.*

### **Role Overview**

*Working in a fast-paced environment with a team that are keen to help develop someone that has the drive and passion to succeed.*

*Whilst the role is initially administrative that will include data entry, filing, record keeping and supplier contact, the right person will learn quickly about the business and be able to contribute to the day-to-day operational needs and supporting the growth of the business.*

### **Job Description**

This is a fixed term position from the commencement of the apprenticeship until completion of the apprenticeship qualification which is expected to be in the region of 18 months in total.

The role is based on 35 hours per week, including study time to complete the mandatory 6 hours off the Job Training study time within those hours to complete the Business Administration level 3 Apprenticeship.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1-0>

### **Key Duties**

- You will work closely with our suppliers, customers, and management team.
- Update and manage excel purchase order file
- Responsible for on-line filing, maintaining supplier records along with direct customer and supplier contact.
- Monitor and actioning incoming calls and emails promptly and efficiently
- Communicate with suppliers and customers over the phone ensuring services have been completed

### **Desired Skills**

- Be trusted to work alone
- You will need good Microsoft Excel & Word Skills.
- Confident telephone skills that represent the business
- Great customer service skills and a willingness to provide solutions
- Flexible approach and confident contributor to business discussions
- Willingness to learn and develop

### **Desired Personal Qualities**

A team player with a positive attitude who is trustworthy, methodical, and dependable. A self-motivated individual looking to increase their knowledge base and engage with all areas of the business.

### **Qualification's**

- GCSE at Grade 4 or above in Maths and English
- Desirable ICT qualification and/or knowledge of Microsoft, Outlook

*Entry onto the apprenticeship is subject to a initial assessment to establish course suitability. Ideally applicants should have at least 4 GCSEs including English and Maths at grades 9- 4.*

### **Reward**

- **Salary**                   £6.80 per hour plus discretionary bonus after probation
- **Holiday**                 28 days holiday per year including Bank and Public Holidays

### **Benefits**

- Free parking
- Free tea and coffee facilities

*To apply for this role, please register your interest by emailing your CV and accompanying letter to: [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk)*