

VACANCY: Engineering Site Solutions - Administrator

LOCATION: Maidstone

ABOUT US:

Glenfield Invicta Limited is part of the AVK Group, who are market leaders in the supply of valves, fittings and flow control equipment to the Water, Waste Water, Oil and Gas industries throughout the world.

We are recruiting for a dynamic individual to help support our growing service delivery team, in carrying out office and clerical duties. Tasks include the promoting and documenting of actions delivered by the team you will be assigned to.

This is a great opportunity for someone looking to join a market leading company to develop and grow your career whilst benefiting from the support and network of the group.

ABOUT THE ROLE:

Key responsibilities include, but are not limited to:

- Deliver analytical reports based on given data.
- Administration of company reports.
- Monitoring and calculating running costs of projects.
- Collating costs through Navision system using LNS codes.
- Running spreadsheets for each contract (financial).
- Running spreadsheets for each contract (programme of works)
- Updating accounting spreadsheet with applications made and costs involved.
- Keeping account of engineer's time and expenses.
- Administering Contracts and ensuring requirements are met.
- Requesting and processing variations to orders.
- Issuing contract paperwork.
- Raising 'applications for payment' and issuing to customer or logging through portal.
- Raising invoices on payment received
- Raising purchase orders for subcontractors and hire equipment.
- Generate reports for customer and senior management.

ABOUT YOU:

- Office management skills, with the ability to file, coordinate and document support duties.
- An understanding of Microsoft Office Suite especially "WORD" & "EXCEL".
- Proven experience of dealing with customers in a professional manner.
- Excellent communication and solution orientated problem-solving ability.
- Demonstrate attention to detail and observation.
- Flexibility to adjust workload priorities to take account of new deadlines.
- Continuous Improvement Mindset.
- Independent worker with excellent planning and organising skills.
- Results orientated with the ability to plan and deliver against project deadlines.

WHAT WE OFFER:



- A culture of shared values, goals, attitudes, and business growth
- Employee Assistance Programme (Welfare and Wellbeing)
- Competitive salary
- 33 days holiday (including statutory Public Holidays)
- Life Assurance plan (x3)
- Company pension plan
- Discounts and cashback across many high-street and online retailers (Supermarkets, Entertainment, Fashion, Days Out, Technology, Home, and Travel)
- A blend of training to help your career development.

WORKING HOURS:

- 38 hours per week
 - Monday – Thursday 0830-1700
 - Friday 0830-1500

We know that our people are the most important asset to the AVK Group, and we are looking for skilled, passionate, and driven professionals to work with our inspirational leaders; to promote our culture, enable change and champion a lean environment.

APPLY NOW - Please send your up-to-date CV to careers@avkuk.co.uk