

OFFICE JUNIOR/ ADMINISTRATOR

The Role:

Logic Fire and Security, a market leader in the Fire & Security industry, is looking for a driven Office Junior/Administrator to join our team.

Working in our busy head office you will be tasked with various administration tasks throughout the business, including answering the telephone, contacting customers, speaking to engineers, diary entry and electronic filing.

Experience and Skills:

Excellent communication and organisation skills, with excellent attention to detail.

Fast and keen learner with a positive attitude to take on new challenges.

Enthusiastic and driven to provide high quality work.

Comfortable working in a fast-paced environment where you can work both independently and within a team.

Further Information:

Salary minimum wage/national living wage paid monthly

39 hours per week Monday to Friday (including early finish on a Friday)

Annual leave entitlement is 21 days per year increasing by 1 day year at the commencement of the new leave year, up to a maximum of 5 additional days.

Effective after the completion of 1 years' service

Location: Knaresborough, United Kingdom

If you are interested in applying for the position please respond by email, or in writing to the office manager.

recruitment@logicfireandsecurity.com or telephone 0845 999 3222

Logic Fire and Security Ltd, Monkswell House, Manse Lane, Knaresborough, HG5 8NQ

www.logicfireandsecurity.com