



Spitfire has established a strong market presence as an integrated services provider of telephone systems, internet access and telecommunications carrier services predominantly to SMEs within the M25.

Spitfire is a Tier 2 ISP. Working in partnership with world-class suppliers, it has achieved an enviable reputation for quality of service amongst its customers.

The Provisioning Group is looking for an efficient administrator to join their team, which is responsible for ordering and overseeing the installation of telecommunications products and services.

Provisioning Administrator

Based: Vauxhall SW8 5BL

Holidays: 20 working days per annum, increasing to a maximum of 25 days per annum

As the Provisioning Administrator you will be responsible for a variety of administration, customer services and order processing duties, which may include;

- Order processing of WLR, DSL, Porting and Ethernet.
- Liaising with end users, IT companies and third parties regarding installations and queries
- Data Entry, Filing and various Administration
- Provisioning and Adhoc projects as required

The ideal candidate will be a recent graduate with sound administration skills who has the ability to multi-task and remain calm under pressure. It is important to have a strong customer focus to be able to assist managers and customers with a complete range of provisioning products and queries.

If you have excellent verbal and written communication skills with a high level of attention to detail and able to take ownership of projects then this is the role for you.

You will be working with an experienced and sociable team who will provide support during the training phase.

To apply for the position of Provisioning Administrator send your CV with a covering letter to jobs@spitfire.co.uk