

## Provisioning Administrator

### Job Description

Spitfire was founded in 1988 in London; the company specialises in providing Telecoms and IP Engineering Solutions to a wide range of small and medium sized businesses. Spitfire is an owner-managed business with its own network infrastructure and established offices in Stockwell, London, and the West Midlands. Spitfire has grown from a start-up to a business with £25m turnover, over 5000 business customers, and 100 members of staff.

We are currently seeking a **Provisioning Administrator** to join our team here in London. This is a fantastic opportunity for someone who is looking to develop their skills in an office-based environment. Successful applicants will be given on the job training and as their experience grows they will undergo cross training within the team, enabling them to learn how to manage a variety of products and orders.

**Location:** London, SW9

**Hours:** Monday to Friday, 40 hour week, permanent full time

#### Responsibilities

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- Process customer orders for broadband and telephone lines efficiently and accurately
- Answer and assist with a variety of customer queries
- Liaise with internal departments and third parties regarding installations and orders
- Input order data and highlight any missing information
- Assist in maintaining the filing system along with other administrative tasks
- Assist with ad hoc projects as and when required

#### Requirements & Capability

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- Graduate level education
- Excellent customer service skills
- Able to work with a large level of autonomy and work well within a team
- Excellent written and verbal communication skills
- Strong attention to detail is essential
- Excellent time management skills and highly organised
- Able to prioritise workload and work well under pressure

## Benefits of Working at Spitfire

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- Spitfire provides competitive salaries and rewards generously for success and hard work
- We believe that everyone plays a part in contributing to the success of our business, and therefore we are dedicated to the personal and professional development of all of our employees
- Successful applicants will have the opportunity to undergo a widely-recognised technical networking qualification
- Our offices are modern and open plan with fantastic views over the city of London
- We also provide Permanent Health Insurance after two years continuous employment
- Staff have access to discounts on TV and broadband packages
- There is a gym next door of which Spitfire employees do not need to pay a joining fee
- Location – Spitfire is within ten minutes walking distance of two tube stations, as well as being near a train station and on a busy bus route.

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**To apply** please send CV with covering letter detailing your suitability for the role to: [careers@spitfire.co.uk](mailto:careers@spitfire.co.uk). If you do not hear from us within ten working days your application has been unsuccessful.

***Please note that CVs sent without a covering letter will be disregarded.***



We believe that everyone plays a role in contributing to the success of our business. Find out how you can be part of it today.

