

General Clerical Administrator

Job Description

General Clerical Administrator

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 6000 business customers, and 100 members of staff. This clerical role is working primarily within the busy Accounts Department.

We are currently seeking a **General Clerical Administrator** to join our busy Accounts Department here in London. This is a fantastic opportunity for someone who is looking to use their skills in an office-based environment. Successful applicants will be given on the job training enabling them to learn how to manage a variety of clerical and administrative tasks.

Location: London, SW9
Hours: 08:00 – 17:00 Monday to Friday, 40 hour week
Start Date: ASAP

Responsibilities

- Deal with new accounts/orders and web orders to ensure that the paperwork is correct
- Checking / processing pre-prepared orders
- 100% log of all communication with customers on the internal database
- Input data and highlight any missing information
- Liaise with internal departments and third parties regarding orders and services
- Raising invoices/credit notes from scratch and also processing pre-prepared orders to invoice
- Assist in answering and resolving customer queries
- Dealing with and distributing post effectively
- Assist in maintaining the filing system along with other administrative tasks
- Arranging couriers
- Dealing with the administration of telecoms maintenance contracts
- Assisting the Credit Manager with month end procedures
- Ad hoc responsibilities as required by your manager

Requirements & Capabilities

- Would suit a graduate or experienced clerical assistant.
- Quick learner with excellent interpersonal skills with a good telephone manner
- An ability to be able to prioritise workload and work well under pressure
- Comfortable and patient when dealing with people of all levels, internally as well as externally
- A strong attention to detail is essential
- Computer Literate with sound knowledge of Word and Excel
- Able to work well in a team as well as independently with a large level of autonomy
- Being proactive, enthusiastic, organised, and able to prioritise is key to this role, as well as being able to work on your own initiative
- Excellent written and verbal communication skills
- Excellent time management skills and highly organised
- Fast and accurate data entry skills
- Have excellent work ethic and a strong desire to be successful

Benefits of Working at Spitfire

- Spitfire could support the financial side of working towards AAT certification
- 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
- Our offices are modern and open plan, providing a safe and comfortable working environment
- We also provide Permanent Health Insurance after two years continuous employment
- There is a gym next door for which Spitfire employees do not need to pay a joining fee

To apply please send CV with covering letter detailing your suitability for the role to: hr@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.

