



GREEEVE SYSTEMS

Admin Assistant (Maternity Cover)

The Company

Greeve Systems are a successfully growing Systems Engineering company based on the Powys / Shropshire border. Our projects cover software, electronics and full system design and development.

The Greeve team have a wide range of experience and are looking for enthusiastic, innovative individuals to join the team and contribute to the future direction and expansion of the company.

We are looking for a forward thinking administrator to support a maternity cover role. This covers General Administration, Purchase ledger and Quality assurance.

Skills and Experience

- Strong organisational and time management skills
- Ability to work without supervision
- Internal auditing of work to company process
- Experienced in Microsoft office tools
- The ability to multitask
- Be Proactive to develop and improve process procedure and work flow.

Responsibilities

- General day to day running of the office
- Processing of purchase orders
- Updating purchase ledger
- Recording and reconciliation of project spend
- Maintaining and updating filing systems
- Booking deliveries and managing outgoing post/goods
- Receiving & inspecting goods in
- Updating and arranging utilities/contractors as required
- Answering telephone and direct calls as appropriate
- Coordinate resources, taking project ownership and delivering to schedule
- Control of Business Quality Assurance processes
 - Internal auditing activities
 - Quality checking activities
 - Update and review of quality analysis
 - Annual reporting of quality objectives to management team
 - Managing quality review meetings
 - Plan and manage external audit meetings & supplier visits

In return we can offer:

Salary DOE £16-17k
5% matched pension
25 days holiday (excluding Bank Holidays)
36.5 hours per week with early finish on Friday
Onsite parking
Flexible working approach