

## Maintenance Administrator (Maternity Cover), Reading

Our Reading branch are looking for a strong Administrator to provide administrative support to the branch on fixed term maternity cover contract of 12 to 14 months.

### The role

- Administration of maintenance contracts, to include:
  - Arranging maintenance visits with customers and planning engineer schedules accordingly;
  - Ensuring engineers are kept fully informed of customer requirements and following up on additional service requirements post maintenance visits;
  - Production of invoices and quotes;
  - Renewal of existing maintenance contracts and administration of new contract.
- Health and Safety administration such as F-Gas records;
- Administration of vehicle inspection records;
- Working with colleagues to ensure that incoming telephone calls are answered and all customer queries are dealt with effectively and efficiently.

### The Candidate

- Demonstrable experience of working in a busy service related office environment.
- Ability to show flexibility in any situation. No two days are ever the same!
- Excellent word processing (Microsoft Word), Excel and computer skills.
- A deep understanding of and ability to deliver customer service.
- Excellent written and verbal communication skills.
- Thoroughness and attention to detail. Accuracy is of paramount importance.
- Able to use logic and initiative to work through a challenge.
- An excellent team player with a great can-do attitude.
- Must be based within a reasonable distance from the branch in Twyford with own transport.

Office hours are **8am to 5pm** with one hour for lunch (**40 hours per week**), Monday to Friday.

To apply for this role, please email your CV and a covering letter supporting your application [hr@adcock.co.uk](mailto:hr@adcock.co.uk). Please remember to write the job title of the role you are applying for in the subject line of your email.

**We are an equal opportunities employer.**



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