

Position: Quarry - Customer Services Administrator

Quarry Products

Our Quarry Product division manufacture and supply all manner of aggregates, readymix concrete and tar macadam, which have been used in many of the key developments throughout the Highland area for the past 75 years. With production facilities in Dornoch, Alness, Inverness, Tomatin and Elgin, we are ideally placed to supply throughout the highland area, and we take great pride in our product and service quality.

Position Details

Job Title – **Customer Services Administrator (office based, part-time, Permanent)**

Location – **Alness**

Working hours – **22-25 hours per week** (between office hours of 7am - 5pm Mon to Fri). Can suit school hours, e.g. 09:00-15:00 (Mon-Fri), but can also be flexible to suit other commitments. The ability to occasionally work full-time hours, to cover holidays, would be an advantage.

Remuneration – Salary banding **£13,500pa to £16,500k pa** (based on 25hrs per week)- according to relevant experience.

Other Benefits – 3% pension contribution & Death in Service Cover.

Holidays – **30days** per year with 12 fixed days (for full-time positions)

Probationary period – **3 months** from commencement, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

Principal Job Responsibilities

- Dealing with telephone and email enquiries from new and existing customers
- Raising quotations and accepting orders
- Providing back up cover for weighbridge operator
- Receiving payments
- Admin support for quarry department

Applicant Qualities

The successful applicant will ideally have the following skills, qualities & experience:

- Good communication skills, with both clients and other company personnel.
- An aptitude for multi-tasking and efficiently structure daily tasks.
- The ability to assist and co-operate with other personnel.
- The ability to promote a good image of self and the company.
- Flexibility and willingness to undertake tasks out-with the key job responsibilities.
- Be trustworthy, friendly, timeous and reliable.
- Be computer literate with experience in word, excel, project, etc