



## Office and Stock Administrator – Part Time

### About the Role

TM Safety Signs is a micro business going big places. It makes and supplies electronic road signs for the traffic management industry. [www.tmsafetysigns.com](http://www.tmsafetysigns.com).

### What We Offer:

- The hours will be 0900 hrs – 1215 hrs - Monday to Friday (there could be some flexibility for the right candidate)
- You will be entitled to standard company holiday pro rata
- The rate of pay is £12 per hour

### To be a successful Office and Stock Administrator you will:

Perform secretarial duties including answering the phone and emails and liaising with clients and suppliers. You will need a good knowledge of Word, Excel, databases etc. and be prepared to use our in-house systems. You will need to work with web designers to update our website and social media.

Undertake administrative tasks such as (but not limited to): keeping the company vehicles legal, updating health and safety policies and checks, organising deliveries and collections.

Process stock quickly and to the highest standard, which includes ordering of all components for our products and taking and processing orders for our products, ensuring all the paperwork is correct.

Keep offices and client areas clean and tidy.

Work as part of the TM team, reporting to the Operations Manager and Managing Director, but be prepared to step-up as there may be occasions where you work alone.

### About You

A great communicator who is friendly, calm and efficient – even on busy days.

Accurate, thorough and well organised, with excellent attention to detail.

Approach all tasks with energy, enthusiasm and a can-do attitude.

Happy to work independently and unsupervised.

Flexible, supportive and always ready to go the extra mile for your team and our customers.

Enjoy taking control of your own development.

Essentially have a minimum of GCSEs in Maths and English, ECDL and lots of common sense and a sense of humour.

### **To Apply**

Please send CV, details of referees and a covering letter to [nikki@tmsafety signs.com](mailto:nikki@tmsafety signs.com) or post to Mrs N Bance, Unit 2, Nightingales Farm, West Hatch, Taunton, Somerset TA3 5RH. Applications to be received by 3<sup>rd</sup> July 2021.