



Office Administrator

(Maternity cover, possibly leading to a permanent position)

ElecTech Solutions is a busy Marine Electronics company based in Great Yarmouth supplying equipment and support to the commercial shipping industry. Our customers range from large shipping organisations to local port authorities. As sales and service agents for some of the best known manufacturers in the marine electronics industry we are able to provide the necessary expertise and support to our customers.

We currently have a vacancy for an office administrator. You must be computer literate with experience using MS Office Software. SAGE software experience would also be an advantage.

Duties and responsibilities will include:

- Raise purchase orders
- Raise sales invoices
- Collate and file project information
- Collate and file engineers expenses and allowances
- Arrange hotels and travel for engineers
- Answer telephone and general email communications
- Update company website

The successful candidate will have good GCSE in English and Mathematics. In addition, a good understanding of MS Office (Outlook, Word and Excel) and the ability to work independently, and within a small team, are essential.

Applicants should apply in writing attaching their CV to –

ElecTech Solutions Ltd
1st Floor, Satellite House
Bessemer Way
Great Yarmouth
Norfolk
NR31 0LX

or by e-mail to personnel@electechsolutions.co.uk

Closing date for all applications: 31st October 2014

