



# JOB DESCRIPTION

## Office Junior - Arthur Spriggs Van Truck and Bus

£18,000 per year  
Full time, Permanent

We are a small team of flexible people working for a long-established family run business specialising in servicing, repair and parts for Mercedes-Benz Trucks, Mercedes-Benz Vans, and Daimler Buses as well as VW Commercial Vehicles and Isuzu Trucks.

We are looking for an Office Junior/Administrator to play a key administrative role within the Service Team and to progress within the Company. This role will include all basic types of administration and due to the company being in a position of growth we offer stability and development opportunities long term.

If you are looking for your first office role, or looking for a new career challenge, this is the perfect role for you! May suit school or college leaver. Salary Starting from £18,000 depending on experience.

- A minimum of 5 GCSEs (or equivalent) at A-C grade which must include Mathematics and English
- Previous experience of using Microsoft Word and Excel
- A desire to work and learn in a customer centred environment
- To be a team player, contributing to the success of the wider team
- To be organized with a keen eye for detail
- The ability to work independently, on your own initiative, whilst contributing to the team's success
- Full training will be given

Duties will include:

- Delivering administrator duties
- Answering phones and emails
- Supporting the Service Team with day-to-day duties
- Delivering exceptional customer service
- Attending to queries should they arise using good problem-solving skills
- General admin support
- This is a junior role, no industry experience required as full training is provided

If you are highly organised individual and enjoy a busy active working environment with no day the same, simply apply by sending a copy of your CV.