

Business Administrator

Job Title: Business Administrator

Reporting to: Head of Operations / Head of Sales

Location: Burton Latimer

Hours: Monday to Friday 40 hours per week flexible hours between 07:00 and 18:00.

Bennie Equipment summary:

Bennie Equipment is a growing materials handling solutions company based in Northamptonshire, that supply a complete range of; Materials Handling, Powered Access, Cleaning Equipment & much more, across the United Kingdom.

As an employee within a family business, you will be working in a close-knit team environment for a company that has our employees at the centre of everything we do.

JOB ROLE

An exciting opportunity is available for a Business Administrator. This role will support the business across our Service and Sales teams. As an integral member of the team, you will support in meetings, equipment administration, compliance management for the Leadership Team which require strong organisational abilities, IT skills and the ability to work flexibly.

RESPONSIBILITIES

- Answering, taking messages and directing current and new customer calls and emails
- Liaise with suppliers & clients on equipment administration
- Maintain a strong working relationship with other relevant departments, including group services.
- Assist with projects and follow-up with team members where required
- Processing enquires for FLT training
- Monitor Enquiries from the website
- Updating Protean (operating system) with Sales and Service data/information
- Supporting Sales and Service team with general administrative tasks

The above list of responsibilities is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post.

COMPETENCIES

- Interested in progressing Business administrative career.
- Experience in an administration
- Strong English skills.
- Experience with Data Entry with excellent accuracy.
- Must be flexible and adaptable to change.
- Experience with Training would be a benefit
- Knowledge of Protean system would be a benefit but not essential
- Great customer service skills

WHAT WE OFFER

Remuneration:	We offer a competitive salary
Holiday:	24 days holiday + 8 days statutory.
Pension:	Statutory Pension contribution.
Development:	We are committed to investing in our people, so we invest in you. Development is in your hands and we want to enable this so your progression at Bennie is only limited by what you want to achieve.
Recognition scheme:	That culminates with our annual award ceremony.
Socials:	Join us for our bi-annual socials, where you really are part of the family.
Wellbeing:	Weekly B-Fit classes in a group fitness session
Finally,	Our long-standing family tradition, of giving staff a Christmas turkey

This Job description should be regularly reviewed to ensure they are an accurate representation of the post.