

Business Administrator

Job Title:	Business Administrator
Reporting to:	Managing Director
Location:	Kettering, Newman Street
Hours:	Core Hours Monday to Thursday 07:30 - 16:45 and Friday 07:30 – 12:30. Flexible working hours may also be of consideration.

Ken Hall Summary:

This role will be located in Kettering with Ken Hall founded in 1967 we are a leading manufacturer of therapeutic footwear and orthotic service providers to the NHS nationally. Our shoes are made in the UK and we use some of the latest technology to help achieve the great quality that Ken Hall has become synonymous with.

As an Employee in a Family Business, you will be working in a close-knit team environment in 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 our growing footwear business Ken Hall both orthopaedic and our new goodyear welted brand Newman & Regent, you will part of a small friendly administration team.

RESPONSIBILITIES

- Sales order processing
- General Administrative tasks such as dealing with emails, scanning and filing documents.
- Liaising with production.
- Answering and making telephone calls

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

- A business studies qualification would be beneficial but not essential.
- Experience of working in a customer focused role, with professional customer service skills remaining calm in challenging situations
- Confident on the phone
- Strong communication skills and able to work within an office-based team
- Confident use of Microsoft Office, Power Point, Excel, Word, Outlook and Sage200
- Willing and quick to learn
- A confident and determined approach
- Have self-motivation and drive able to work un-supervised and under pressure
- A competitive streak

- Proven fast learner
- Can adapt to change

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.
Finally,	Our long-standing family tradition, of giving staff a Christmas turkey.