

Silverlining are looking for an **Administrator** to work in the operations department. This is a new role created by the continued growth and workload within the department.

The main function of the role is to assist the Project Managers with the day to day running of the department. This includes:

- Ordering of supplies for projects and ensuring they arrive on time
- Researching new suppliers
- Obtaining quotes from suppliers/subcontractors
- Organising trips to site- flights/accommodation etc
- Scheduling van deliveries/collections
- Assisting the planning department with production schedules
- General administration duties – note taking at meetings

Candidates need to have the following qualities:

- Excellent communication skills and the ability to liaise effectively with suppliers, subcontractors and the operations team
- Flexibility within the role
- Pay close attention to detail
- Able to work on own initiative
- Strong organisational and planning skills
- Loyal and motivated
- Support the core values of Silverlining

A good knowledge of Excel, Word and Outlook is essential. Autocad, Filemaker and Sage would be advantageous but full training can be provided.

Salary Range £20,000 per annum - £24,000 per annum dependent on experience
Company pension scheme - on completion of probation period.
22 days holiday plus bank holidays rising by 1 day per year for every 2 years of service to a maximum of 30 days.

For more information and a full job description, apply in writing or by email with your C.V. to:

Sandra Williams
Silverlining Workshops Ltd.
Unit 5, Castle Farm,
Cholmondeley,
Cheshire,
SY14 8AQ.

Email: sandra.williams@silverliningfurniture.com