



Administrator

Eastleigh

EMCOR in the UK is a leading specialist mechanical and electrical engineering and facilities services company, with more than 100 years of experience. We provide a total life cycle of care for a facility, including the design, build and installation of mechanical and electrical systems, then the ongoing maintenance of these services and the provision of integrated facilities management.

A vacancy has arisen in EMCOR Facilities Services Ltd for an Administrator within the Specialist Services Division.

Principle Accountabilities:

- Be responsible for all aspects of the Specialist Services Division mobile phones.
- Be responsible for the collation, and inputting of timesheet information on the relevant systems / spreadsheets.
- Be responsible for the main office fax machine and the timely distribution of faxes.
- Ensure incoming post is delivered to the addressees in a timely manner each day.
- Update the SS Employee Information spreadsheet with any new phones issued to staff.
- Ensure the Specialist Services Division archiving is recorded and sent for storage in a timely manner.
- Ensure the address label file is full.
- Ensure high level of accuracy in all the above tasks.

General

- Answer incoming phone calls in a professional manner and pass on messages.
- Raise orders on JDE as requested.
- Photocopying as requested.
- Faxing as requested.
- Provide holiday and sickness cover for other administrators.
- Any other duties as requested by Management within reason.

Other

- Administration experience within a busy office environment
- A good education to include GCSE Maths and English
- Organised, efficient and excellent time management

In exchange for your experience, enthusiasm and commitment to our business, we offer an attractive remuneration package. All internal applicants must inform their relevant HR Department as well as their Line Manager before applying.

Application should be submitted to:

Recruitment Department, EMCOR Facilities Services Ltd., Premier House,
Tollgate, Eastleigh, Hampshire, SO53 3YE or by email to:

recruitment@emcoruk.com quoting job ref No: 08SS376. Closing date: Monday 14th July 2008.

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