

Peter Handley Stationery Ltd,
Mitton Street,
Stourport on Severn,
Worcestershire
DY13 9AA



Peter Handley are a family owned business and education supplies company, established since 1986. We are recruiting a versatile and dynamic individual to assist with all aspects of a busy and fast paced office. You will be based in a bright and open plan office environment – working alongside a friendly hard-working team.

Duties of the role will include;

- Dealing with general enquiries and orders from customers, suppliers and other team members (training of our back-office system will be provided)
- Warehouse management and stock control. Therefore, heavy lifting will be required
- Development to assist with purchasing and supplier engagement
- Relief deliveries and assistance with furniture installations occasionally required
- Assisting the Sales Team with enquiries and their administrative duties

Skills, knowledge and qualities required;

- Administrative skills with knowledge of Microsoft Excel, Word and Outlook
- A people person. Confident and experience of telesales and customer service would be beneficial
- Enjoys customer and team engagement
- Self-motivated and time focussed with initiative to make constructive decisions
- Local knowledge
- A full driving licence will be essential

If you are looking for a new challenge, and class yourself as a versatile and dynamic individual then we want to hear from you, please send your CV and summary to paul@peterhandley.co.uk.

Full Time – Monday to Friday. Salary depending on experience.

Closing Date 15/02/2019