

Telephone
0121 439 1220
Email
jobs@fsm ltd.net
Web
www.firesafetymanagers.co.uk

Address
Fire Safety Managers Ltd
Innovation Birmingham Campus
Faraday Wharf, Holt Street
Aston, Birmingham
B7 4BB



FIRE SAFETY MANAGERS LTD

We serve, to protect you

Company	Fire Safety Managers Ltd	
Company description	<p>Fire Safety Managers Ltd provides a broad spectrum of fire safety services to local and national businesses including the Servicing, Installation and Commissioning of Fire Extinguishers, Fire Alarms, Emergency Lighting, Fire Risk Assessments and Fire Safety Training.</p> <p>Our customers range from small to medium enterprises to large Organizations, Public Buildings, HMO's, Office and Retail to Schools and Colleges both locally and nationally.</p>	
Position	Experienced Office Administrator	
Location	Innovation Birmingham Campus, Faraday Wharf, Holt St, Aston, B7 4BB	
Starting date	2 nd January 2019	
Duration	Permanent	
Working Hours	Monday to Friday 37.5 hours excluding 30 minute lunch	9.00 - 17:00 (Friday early finish dep on workload)
Salary	£16,000 - £18,000 depending on experience <i>Plus Bonus and Commission available</i>	
Holidays	28 Days including bank holidays	
Personal Specifications	<p>At least 5 years experience within an Office Administrative or Operational Role preferably within the Fire Protection Industry but not essential</p> <p>Reliability and Discretion Excellent communication skills in person and on telephone Ability to work independently Adaptability Excellent Organizational Skills Problem Solving Skills Leadership and ability to make things happen IT Skills and Microsoft Office Packages - Word, Excel, PowerPoint, Outlook, Publisher Excellent Attention to Detail Experience working with CRM, IT Systems and Databases Account Management Ability to adapt with Business Growth</p>	



Company Registration 09408891

VAT Number 210 1495 58

• Fire Extinguishers • Fire Alarms • Emergency Lighting • Risk Assessments • Fire Training • Safety Signs

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Specific Duties	<p>Coordinating office activities and operations to secure efficiency and compliance to company values and policies</p> <p>Organizing the service diary booking in jobs and liaising with the engineers and customers daily</p> <p>Entering customer and job data into our database ensuring accuracy and attention to detail</p> <p>Preparing letters, documents, presentations and reports for the CEO</p> <p>Keep stock of engineer's inventory and place orders when necessary</p> <p>Managing online orders through the website</p> <p>Managing Social Media Accounts when required</p> <p><i>The list is not exhaustive and other administrative tasks will be given when required</i></p>
Additional Consideration	<p>Will be given for experience with managing staff and/or apprentices</p> <p>Office Based Experience within a role in the Fire Protection Industry</p> <p>Fire Safety Knowledge and/or Experience</p>

Send your CV and Covering Letter to jobs@fsm ltd.net

We DO NOT use Recruitment Agencies, so Candidates are to apply directly



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