



**BARNWELL**  
THE SEAL OF APPROVAL

## Office Junior

**Location: M Barnwell Services – Bellshill**  
**Office Based Only**

This is a fantastic opportunity for an individual looking to take their first step into becoming a business professional. The Office Junior will provide administrative support to other members of the team to ensure the timely filing of documents, communication cover and other administrative tasks.

### **The Role (Duties and Responsibilities):**

You will support the team in the development of processes to improve, streamline and simplify how we plan and execute all business activity.

- ✦ Assist with the filing and archiving of documentation (online and offline) supporting the sales team
- ✦ Complete administrative tasks including customer engagement, and document filing
- ✦ Data entry and maintaining all databases
- ✦ Contacting customers and potential customers for paperwork
- ✦ Answering the phones, taking messages, transferring customers, and assisting the sales team with their customer enquiries
- ✦ Main trade counter / reception cover
- ✦ Collection and delivery of post each day
- ✦ Assist in the warehouse
- ✦ Assist with the set-up and closure of new customer files
- ✦ Source and pack scheduled deliveries
- ✦ Assist with other administrative as necessary

### **Essential skills and experience:**

- ✦ Good level of communication
- ✦ Computer literate, able to use Microsoft office and email competently
- ✦ Able to take instruction
- ✦ Attention to detail
- ✦ Flexibility and willingness to perform wide range of administrative tasks
- ✦ Ability to prioritise and organise workload

### **Package:**

- ✦ Salary: £Exceeds Minimum Wage + Bonus + Pension
- ✦ Holiday: 20 days + bank holidays
- ✦ Hours: 9am to 5.30pm (37.5 hours per week)
- ✦ Lunch: One hour
- ✦ Parking: Free employee parking

### **Future:**

- ✦ Progression: If continual success is achieved the individual will have the ability to grow their role