



Contact Name: Annette Lewis	Position: Operations & Administration Manager
Waterman Environmental Services Limited Unit 8D1 Maybrook Business Park Minworth Sutton Coldfield  Post Code: B76 1AL	19 <sup>th</sup> October 2009  Tel: 0121 352 3700  Website: <a href="http://www.watermanenvironmentalgroup.com">www.watermanenvironmentalgroup.com</a>

What do the company do: Water Treatment Company and Environmental Services.

**Title Of Position: Junior Administration Assistant**

Department: Office based at Minworth, Sutton Coldfield

Reporting to: Operations & Administration Manager

**Main Responsibilities:**

- To provide administration support to the Operations & Administration Manager answering calls and assisting with queries
- Liaising with field based engineers and processing reports.
- Updating Excel Spreadsheets and checking details are correct
- Typing and sending out quotations
- General office duties including faxing and filing

Hours of work: 8.30am till 5.00pm Monday to Friday, one hour lunch per day.

Salary scale 12 to 14k depending on experience.

The successful candidate must be able to work in a busy environment, be able to multi task and work on their own initiative. A good practical base of IT skills is required and previous administration experience is essential. Must be reliable, self motivated and organised.

Please respond with CV and covering letter by Friday 30<sup>th</sup> October 2009.