

Tony Weir Contractor Ltd is an established fencing contracting business based in Elgin working across Scotland. The company provides a variety of fencing solutions for domestic, commercial and agricultural purposes.

We are looking for a highly organised and detail-oriented Office Administrator to join our team.

The ideal candidate will have strong background in administration and the ability to multitask in a fast-paced environment.

Responsibilities:

- Day to day office admin, dealing with post, filing, preparing documents, handling enquiries and scheduling meetings.
- Provide administrative support to the Accounts Director including processing invoices, issuing statements and basic credit control.
- Support the Operations Manager in preparing and managing contracts, project estimates, and client correspondence.
- Maintain records for vehicles, training and PPE.
- Assist with the scheduling of jobs and team allocation.
- Liaising with suppliers and ordering materials.
- Monitoring stock levels.
- Booking travel and accommodation.
- Basic marketing such as updating social media channels and company website.

Ideal candidate:

- Proven experience in a similar administrative role, minimum of 3 years.
- Proficient in the use of MS Office
- Background in construction would be beneficial
- Excellent communication skills, both written and verbal
- Strong organisational skills with the ability to prioritise tasks effectively.
- Ability to multi-task with proactive problem-solving skills
- Ability to work as part of a team as well as independently
- High level of attention to detail

Full time permanent position, Mon to Fri 9am to 5pm

Salary: £20,000 to 25,000

Please apply with a CV and Cover Letter to:

Jo McKinney, Operations Manager via operations@twc-ltd.co.uk