

CHRYSALIS RAIL JOB VACANCY

JOB TITLE:	OFFICE ADMINISTRATOR
REPORTING TO:	ACCOUNTS & PROCUREMENT CONTROLLER
LOCATION:	CHRYSALIS RAIL HEAD OFFICE, CREWE
PAY:	ON EXPERIENCE
HOURS:	FULL TIME

CHRYSALIS COMPANY OVERVIEW:









Chrysalis Rail is a UK-based rolling stock service supplier, committed to delivering outstanding quality solutions to the rail industry. We specialise in refurbishment, vehicle enhancement, modification and heavy maintenance projects designed to transform and enhance passenger trains. Chrysalis Rail operates across the UK at client's sites and at our own depot in Long Marston, Stratford-Upon-Avon. Chrysalis Rail's head office is based in Crewe, Cheshire where our marketing, HR, finance and procurement teams are located.

We are looking for an ambitious and talented individual who is passionate about their work to join our growing business as an office administrator in our head office.



ROLE SUMMARY:

This role will form part of the team at our Chrysalis Rail Head Office in Crewe. This role will report to the Accounts & Procurement Controller and will be responsible for providing a range of important technical and administrative support to all areas of our business.

JOB REQUIREMENTS/ DUTIES:

-  To liaise with suppliers to obtain quotes for stock and materials for our head office and other projects assigned to the position
-  To complete general clerical/ administration tasks such as data entry, filing, answering office phone calls, responding to emails and enquiries as required
-  To collate, scan and file work record book documentation for each project site weekly
-  To manage archival storage of records and documentation. These records form an integral part of our internal quality systems
-  To assist the Accounts & Procurement Controller in collating invoices, delivery notes and purchase orders and prepare documentation packs to send to the accounts team for weekly payment runs
-  To work with suppliers and logistics firms/ couriers to arrange safe and timely delivery of stock and materials
-  To manage work wear/ uniform stock and replenish as required
-  To keep stock of office stationery/ supplies and place orders as required

SKILLS, QUALIFICATIONS & EXPERIENCE:

-  Previous experience as an office administrator, office assistant, customer services or other similar office-based or customer facing role is desirable
-  Familiarity with office environment, office systems and administration processes

- Strong numeracy and literacy, combined with an excellent knowledge of Microsoft Office applications e.g. Word, Excel and demonstrable proficiency using computer software
- Previous experience using and maintaining database systems is desirable but not essential
- Strong attention to detail is essential
- Outstanding organisation, communication and customer service skills are required to deal with suppliers and colleagues working remotely across the UK daily
- A willingness to assist with wider operational tasks and to learn and undertake training in new skills/ assist in the coaching of others
- Ability to multi-task and prioritise tasks when required. Good judgement and decision making.

OTHER WORKING REQUIREMENTS/NOTES:

- Chrysalis Rail offer a pay rate in line with experience and industry standards
- As duties and responsibilities change, the job role/ spec will be reviewed and amended.

TO APPLY:

Please send your CV and covering letter to jobs@chrysalisrail.com