

## CHRYSALIS RAIL JOB VACANCY

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<b>JOB TITLE:</b>	<b>OFFICE ADMINISTRATOR</b>
<b>REPORTING TO:</b>	<b>ACCOUNTS &amp; PROCUREMENT CONTROLLER</b>
<b>LOCATION:</b>	<b>CHRYSALIS RAIL HEAD OFFICE, CREWE</b>
<b>PAY:</b>	<b>COMPETITIVE COMMENSURATE WITH EXPERIENCE</b>
<b>HOURS:</b>	<b>FULL TIME</b>

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### CHRYSALIS COMPANY OVERVIEW:

Chrysalis Rail specialise in train refurbishment, re-paint, repair, modification, and heavy maintenance projects. Chrysalis Rail operates across the UK at client's sites and at our two rail sites: Long Marston, Stratford-Upon-Avon and Landore, Swansea. Our head office is based in Crewe where our central business functions are based.

### ROLE SUMMARY:

We are seeking a highly organised and detail-oriented Office Administrator to join our team at the Chrysalis Rail 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 and projects.

### JOB REQUIREMENTS/ DUTIES:

- Liaise with suppliers to obtain quotes for stock and materials for our head office and other projects assigned to the position
- Clerical/ administration tasks such as data entry, maintaining accurate records of administrative activities, scanning and filing and handling incoming phone calls and email enquiries with professionalism
- Liaise with our other sites to collate documentation required for our projects
- Collation, checking and filing of work record book documentation for each project site weekly
- Manage archival storage of records and documentation. These records form an integral part of our internal quality systems
- 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
- Maintain an organised office environment by managing supplies and equipment inventory
- Work with suppliers and logistics firms/ couriers to arrange safe and timely delivery of stock and materials to our sites
- Work with suppliers to collate prequalification questionnaires and supplier information for our supply chain due diligence requirements
- Follow our business procurement processes and provide quality checks against paperwork coming from other sites.
- Collaborate with team members to enhance workflow and improve office procedures.

## SKILLS, QUALIFICATIONS & EXPERIENCE:

- Previous experience as an office administrator, office assistant, customer services or other similar office-based or customer facing role is desirable
- Proficient in using computer software such as Microsoft Office – Word, Excel and PowerPoint for document creation, spreadsheets and presentations.
- Familiarity with office environment, office systems and administration processes. Ability to troubleshoot minor issues as they arise
- Strong numeracy and literacy skills
- 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](mailto:jobs@chrysalisrail.com)