

**Job Holder:** Vacancy following retirement

**Location:** Nailsea

**Reports to:** Office Manager / Managing Director

## **Overview:**

This is an extremely varied role which requires a high degree of flexibility, a “can do” proactive attitude as well as being able to demonstrate excellent organisational, coordinating and communication skills.

## **Duties include:**

- General office administrative work including scanning documents and filing
- Reception duties including answering phone calls and transferring to appropriate person / department
- Admin support to Managing Director such as preparation of employee communications, letters, organising diaries, presentations, data analysis, adhoc projects
- Data input into ERP system such as entering supplier invoices
- Invoicing on a daily basis
- Working alongside existing team of 5 and interacting with customers (as required)
- Main point of contact for delivery / courier company and check status daily
- Maintaining site induction forms for visitors and welcome them as they arrive
- Collate and prepare all information required for new customers enquiries, enter onto the KPI and pass to Estimators for quoting
- Scan all quotes, completed works orders, C of C's and estimation sheets
- File completed sales orders and works orders
- Maintain the drawings register and keep customer files, drawings and factory drawings up to date
- Maintain holiday schedule / sickness absence board
- Type Certificate of Conformities for customers when requested
- Type and request trade references for new customers
- Change back up IT tape and start dishwasher at the end of the day
- Other general adhoc administrative duties consistent with job title

## **Skills and Experience:**

- Good interpersonal skills including telephone manner
- Knowledge of Microsoft Office to a high standard
- Excellent time keeping, administrative and organisational abilities
- Energetic and highly motivated
- Attention to detail with a high level of accuracy

- Positive team player
- Eagerness to learn and develop
- Previous experience within a manufacturing environment is desirable but not essential as full training will be provided

**Benefits:**

- Competitive monthly pay
- 28 days holiday (including bank holidays), increasing to 33 days
- Company pension entitlement after 3 months
- Free car parking
- Progression potential based on performance
- This is a full-time position of 36 ¼ hours per week with early finish on a Friday  
(Mon-Thurs 8:15 – 17:00, Fri – 14:30)

CV's to [hr@nylaplas.co.uk](mailto:hr@nylaplas.co.uk)

Strictly no canvassing from recruiters

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