Example newspaper job advertisements

Progress House
Solutions

Vacancies

Customer Service Team Leader

You will lead and coach a small team of administration assistants in effective use of in-house CRM systems to ensure the smooth flow of customer orders to facilitate the achievement of business targets. You will liaise with key account customers to ensure their expectations are being consistently met.

You should be a highly motivated, well organised individual with excellent interpersonal and communication skills. You should be able to analyse complex data to deliver appropriate services for key account holders and external agents such as hauliers.

You should be experienced in the use of Microsoft Excel; training will be given on bespoke IT systems. You will be experienced in leading a small team including management of recruitment and development processes.

Administration Assistant

You will be involved in a wide range of administration activities relating to our Coventry-based operations ensuring that all key information is accurately collated and maintained. This will include setting up administration systems, maintaining stock files, recruitment administration and project work as required.

You should have a good standard of education along with administration and IT skills. You should be a self-motivated individual with a positive attitude, excellent communication and interpersonal skills and have a good eye for detail. You should also be able to organise your own workload and be proactive in your approach to work.

You should be able to work independently as well as part of a team and have the ability to handle confidential data with discretion.

Warehousing Assistant

You will be involved in all aspects of our warehousing operations, including stock control, goods in, goods storage, pallet allocation and goods out. Fork-lift truck training will be offered if required.

You should be a self-motivated individual with a positive attitude, excellent communication and interpersonal skills and have a good eye for detail. You should also be able to organise your own workload and be proactive in your approach to work.

You should be physically fit, able to work independently as well as part of a team and have the ability to handle confidential data with discretion.

To apply for these vacancies, please contact Dev Kumar on 024 1234 5678 extension 1234.

The closing date for the receipt of applications is 2 June and interviews will be held on 9 June.

Progress House Solutions
Greenfields Business Park
Coventry
CV4 0XX