

Job Title:	Office Administrator		
Department/ Group:	OMEX Environmental Ltd.		
Location:	Kings Lynn, UK		
Level/Salary Range:	Enquire within	Position Type:	Permanent, Part time – 30 hours per week Monday to Friday
HR Contact:	Ally Edwards	Date posted:	16 th September 2020
Applications Accepted By:			
E-mail: careers@omex.com For the attention of: Ally Edwards		Closing date: 2 nd October 2020 Interviews scheduled: w/c 5 th October 2020	
Job Profile			
<p><u>The Company</u> OMEX Environmental Ltd are a leading supplier both in the UK and worldwide of micronutrient supplements to the AD and Biogas Sector as well as nutrients and neutralisers for all types of wastewater treatment.</p> <p><u>Core Functions</u></p> <ul style="list-style-type: none"> • Processing and scheduling of customer orders and logistics • General admin duties; Including filing, emails, phone calls, completing spreadsheets, reports, etc. • Invoicing of sales and purchase orders • Dealing with Internal and External Customer queries • Assisting the Anomex coordinator with enquiries • Supporting the sales team processing complaints • Administration support for raw material and office consumables • Administration support for the operations and engineering department • Processing of Health & Safety paperwork • Administration support for Quality system activities <p><u>Job Skills</u></p> <ul style="list-style-type: none"> • Excellent telephone manner • Communication skills at all levels to be exceptional, this includes verbal, aural & written • Proficient in MS office package • Working knowledge of MS Navision Dynamics • Excellent organisational skills • Ability to work under own initiative and work well as a team member • Energetic and highly motivated 			

Hours of work will be 9:00am to 3:00pm, but we can be flexible on start & finish times if required,