



Senior Office Administrator

OMEX Environmental Ltd



Job Title	Senior Office Administrator		
Department/Group	OMEX Environmental Ltd		
Location	King's Lynn, UK		
Level/Salary Range	Enquire Within	Position Type	Permanent, Mon to Fri
HR Contact	Sara Bettsworth	Date Posted	April 2024

Applications Accepted By:

Email: careers@omex.com For the attention of: Sara Bettsworth	Closing date: 19th April 2024 Interviews scheduled w/c 22nd April
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Job Profile

The Company

OMEX is a dynamic group of companies operating throughout the world, specialising in complex liquid formulations for use in industries, ranging from agriculture to energy. OMEX Environmental Ltd, part of the OMEX Group, develop, manufacture and supply micronutrients for biogas plants, wastewater treatment solutions and de-icers in the UK and Internationally. This is a family run business, founded in 1976. The company treats its people very much as part of their extended family, greatly valuing their contribution toward its continued success and growth.

The Role

The role involves all aspects of office activities, either directly, cover or support within a small busy office team where everyone works together well and is required to cover all function requirements. The successful candidate will potentially develop into a supervisory role to support the office team and supervise the office activities ensuring an effective, efficient and smooth-running department.

Core Function

- Highly skilled across all aspects of an administration function
- Support the team in delivering excellent customer service and operate efficiently.
- Processing and scheduling of customer orders and logistics
- Invoicing of sales and purchase orders
- Dealing with Internal and External Customer queries
- Supporting and cover for the Anomex coordinator
- Managing the sales team processing complaints
- Administration support for raw material, logistic sourcing and office consumables



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Core Function continued...

- Administration support for sales, finance, operations, and engineering department
- Raw material stock control and monitoring.
- IT and CRM system management
- Processing of Health & Safety paperwork
- Administration support for Quality systems, certifications and compliance activities
- Coordinate training requirements

Job Skills

- 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, problem solving and supervisory skills.
- Logistic scheduling experience
- Ability to work under own initiative and work well as part of a team.
- Energetic and highly motivated
- Current UK driving license.

Standard hours are 08.00am - 16.00pm Monday to Friday.

Benefits

OMEX offer a range of employee benefits from global opportunities to additional support to ensure our people get the most out of Growing With OMEX. Employees benefit from an excellent remuneration package, including a Contributory Pension Scheme and contributory health care scheme and a daily lunch provision scheme.



Want to know more about this role?

Speak to OMEX HR Manager

Sara Bettsworth

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