**Sales and Maintenance Administrator**

**Job Summary:**

Our client are a maintenance and landscaping company who have been established for 35 years offering luxury services to high end clients.

They are looking for an Sales and Maintenance Administrator to join a small friendly team in their West Byfleet offices.

This is a fully office-based role working full time Monday to Friday. Our client provides:

* Onsite parking
* Pension
* Company Events
* 28 days holiday (including bank holidays)

**Key Responsibilities:**

* Serve as the primary liaison between clients and engineering teams.
* Handle incoming calls, directing them appropriately.
* Coordinate and schedule routine maintenance and emergency service requests.
* Draft and respond to emails professionally.
* Review engineers' reports and generate invoices accordingly.
* Prepare and send quotations to clients.
* Manage procurement of materials and inventory.
* Organize and maintain an efficient filing system.
* Source and evaluate new suppliers and business opportunities.
* Keep client contact lists updated and organized.
* Follow up on outstanding client payments.
* Perform bookkeeping tasks and reconcile financial transactions.

**Skills Required:**

This role is perfect for someone who thrives in a dynamic environment and enjoys both administrative efficiency and people-focused responsibilities.

* Demonstrated background in administrative and office roles.
* Familiarity with office management tools such as SharePoint and Outlook.
* Strong proficiency in MS Office, particularly Excel.
* Exceptional time management skills with the ability to prioritize tasks effectively.
* Keen attention to detail and strong problem-solving abilities.
* Excellent written and verbal communication skills.
* Highly organized with the ability to handle multiple tasks simultaneously.
* Knowledge of accounting software would be advantageous

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".