

## **Permanent role based in Dromore Co. Down**

**Job Title:** Administration Clerk

Mulgrew Haulage Ltd established in 1973 provide Haulage and Warehousing services operating an extensive fleet of new trucks and curtain side trailers delivering unit loads throughout Ireland and the UK. Servicing mainly the food, drink and packaging industries we pride ourselves on the service given to our many blue chip customers.

Based at our Head Office in Dromore Co. Down we are seeking to employ an administration clerk to enhance and strengthen the existing administrative team.

**Job Summary:** Reporting to the Team Leader the successful candidate will provide a communication link between our customers and the existing Admin team to recover, record and distribute all documentation within pre-agreed timescales, and also to perform other administrative duties as required.

### **Role**

- Ensuring that documents are received, recorded, and analysed to agreed timescales
- Providing reports to third parties to ensure timely and accurate invoicing
- Resolving errors and omissions made by customers and suppliers in a timely and professional manner
- Proactive participation and adherence to the Company's QSHE (Quality, Safety, Health & Environ) system.
- Reporting to customers and internally
- Providing cover for colleagues when sick or on holiday
- Answering telephones

### **Criteria:**

The ideal candidate will be enthusiastic, IT and Smartphone literate, punctual and be able to demonstrate exceptional attention to detail.

Salary: £18k

If you meet all the requirements of the role, and are interested in gaining full time employment, send your CV by email to [HR@mulgrew.com](mailto:HR@mulgrew.com) to reach us by Monday 21<sup>st</sup> September 2020 for the attention of the HR Manager.