

### Office Administrator

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers.

We are looking for an Office Administrator to join our team in the North East. The successful candidate will have good attention to detail and communication skills, the ability to prioritise work, and assist the wider team with ad hoc tasks and administrative duties.

#### The Role

Reporting to the Sales Office Manager, your role will be to provide confidential administrative support to the North East location.

Key tasks include:

- To greet and welcome all visitors
- Answering incoming internal and external calls
- Data input working closely with Sales Team members
- To provide full administration and secretarial support to the location, to include ordering office stationery, scanning and printing
- Managing incoming and outgoing post
- To ensure speedy distribution of all information

#### The Candidate

The successful candidate will ideally have experience of working within an administration environment and needs to have excellent communication skills together with a good telephone manner and be able to communicate at all levels. This role would suit an individual who works well under pressure and thrives in a busy working environment.

Being a good all-round team player is a must as is the ability to work to deadlines and think on your feet.

A proactive approach to work is essential. The successful candidate must be able to demonstrate flexibility in their approach and be able to prioritise and remain focused at all times.

You must have experience in the use of Microsoft Word, Excel and Outlook and have a good standard of numeracy and literacy.

#### To Apply

If you are interested in applying, please contact Katia Sparks Group HR Officer on 01825 747324 ext. 4324 or email your CV to [Careers@trifast.com](mailto:Careers@trifast.com)

