



CRESTWOOD ENVIRONMENTAL LTD

Administration Assistant

Crestwood Environmental Ltd. is a well-established multi-disciplinary company providing environmental planning and associated expertise to a wide variety of sectors and clients, and is proud to be a **Chartered Environmentalist Employer Champion**.

We are currently seeking a candidate to join our team in a newly-created role to provide assistance with the day to day smooth running of the business.

The work will be varied, with full development support by the team, and will include provision of input and developing your skills in areas such as:

- Various administrative duties alongside the Office Manager.
- Marketing tasks, including research and social media input.
- Setting-up and organising project details for the project managers.
- Assistance on managing customer (client) relationships.
- Assistance with organising purchase orders, invoices and related aspects.

The Company is embarking on an expansion programme, so this is a great time to join the team. All the ingredients are there for the right person to join us and build a successful career, with a commitment from us to facilitate a Personal Development Plan through training etc.;

Location: Predominantly home-working and some flexibility on location, but preferably in the West Midlands.

A successful candidate will be able to demonstrate suitability in relation to several areas, including:

- Being interested in various aspects relating to the smooth running of a business;
- Excellent and proactive communication and organisational skills;
- Good IT literacy (MS Office at least);
- Good customer care awareness; and
- Friendly, supportive, collaborative, practical 'can do' approach.

