



**Pulse Roll Label Products Ltd** Unit 1, Nibley Business Park, Nibley Lane, Yate, Bristol BS37 5HL  
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## Office Administrator

As an ink and varnish supplier to the Label Printing industry, Pulse Roll Label Products Ltd have over the last 9 years grown sales in the UK market to in excess of £2.5m per annum. Due to an internal promotion, we now have a vacancy for a full time Office Administrator.

### Main Duties

- Responsible for processing of customer orders; liaising with customers regarding delivery dates and order expectations
- Conducting internal daily 'Sales meeting' with Production Manager to determine delivery expectations
- Processing of order acknowledgments, quotations and invoices
- Updating internal sales reports on daily basis
- Dealing with general customer enquiries
- Obtaining transportation quotes for export customers, and preparing appropriate documentation
- Responsible for ordering of office stationery supplies
- Provision of general administration support to the Office Manager

### Requirements

- Experience within a similar role
- Exceptional customer service skills
- Excellent verbal and written communication skills
- Good working knowledge of all Microsoft Office software packages
- Ambitious, driven and self motivated
- Proactive with a can-do approach
- Ability to work effectively and under own initiative
- Willing to learn new skills
- Passion for business

### Salary / Benefits

- Circa £15,000 dependant on experience
- 25 days holiday per annum (plus bank holidays)

Applications by CV only to [lorraine@pulserl.com](mailto:lorraine@pulserl.com)