

Service Admin Assistant Required

Billy Bowie Special Projects Ltd are one of the leading Waste Recycling Contractors in the UK. We are looking for a Service Admin Assistant to work full time in our busy Traffic Office. As part of the operations team, you will report directly to the Fleet Operations Manager.

Duties will include:

Recording and maintaining records of HGVs, MOT and service records.

Liaising with Service Agents, Traffic Co-ordinators and drivers to arrange vehicle inspections and repairs.

Maintain the Service Inspection Database and update as and when required.

Logging in and out Self Drive Hire vehicles to our customers, then liaising with customers to ensure the vehicles stay compliant with operational standards.

What you need:

Some experience in an administrative role would be advantageous.

Good Computing Skills and competent with the Microsoft Office suite.

Excellent communication skills, including a professional phone manner.

Attention to detail, team mentality and a positive attitude.

A basic experience in a HGV environment would be advantageous.

A knowledge of the DVSA roles and responsibilities would also be beneficial.

Be able to commute to Moorfield Industrial Estate, Kilmarnock.

This is a fulltime position based at our Head Office in Kilmarnock, all salaries will be discussed at interview, as we will take your experience into account. If you have great administrative skills, and would like to develop them further possibly leading to a SVQ, we want to hear from you! Send your CV and a cover letter to HR Department, Billy Bowie Special Projects Ltd. Only successful applicants will be contacted for an interview.