



## Internal Vacancy

### Administration Assistant (Temporary 6 months)

We are currently looking for an administration assistant to fill a vacancy within our plant.

#### Purpose of the Role:

To act as the first point of contact for anyone dealing with the company and to provide general administrative support to management / staff on site. You will also be required to provide administrative support to members of the Quality, Engineering and Production Departments with regards to certification packages. Capable of reviewing certification documents for completeness and accuracy.

#### Duties will include:

- Act as the first point of contact for anyone dealing with the company Process new starts through process from offers to induction
- Provide general administrative support to management / staff on site. Support with absence reporting and site adherence of attendance management policy
- Order entry processing
- Support planning of customer visits, arranging refreshments, hotels and lunches
- Booking rooms and conference facilities

If you are interested in this vacancy and believe you have the skills we are looking for them please note your interest to Julie Johnston, HR Advisor.

<b>Closing Date for Applications</b>	
<b>Contact:</b>	Julie Johnston <a href="mailto:jjohnston@hyspecengineering.co.uk">jjohnston@hyspecengineering.co.uk</a>