

## Pulse Management UK Ltd

# ADMINISTRATOR – FULL-TIME OR PART-TIME

**Salary:** £18,000 – £ 24,000 a year

**Location:** Cobham

### Who We Are And What We Do:

Pulse Management is a family business based in Cobham providing fit-out and maintenance services to commercial and retail properties, we are fortunate to work with some of the UK's top high street brands.

### Overall Role:

To support the account/contracts managers in the smooth running of maintenance contracts and projects ensuring the highest quality of service is delivered to all clients.

### Your role is very varied and will include:

- Dealing with maintenance issues, scheduling engineers and sub contractors
- Answering the telephone, booking accommodation, ordering materials
- Preparation of quotations
- Input of regular updates for the company social media
- Manage, organise, and update company database/system
- Preparation of invoices/purchase orders
- General office administration duties

### Qualifications and experience:

- Previous experience working in a similar administrative role
- Accurate typing
- Good written and verbal communication
- Enthusiastic and willing to undertake extra duties
- A team player
- Organised with a good eye for detail
- Computer skills: Must be adept in use of excel, word, power point, internet and email.

Car is needed as no public transport near the office.

**Please apply to: [jobs@pulsemgt.com](mailto:jobs@pulsemgt.com)**

