



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Operations Administrator
<b>Internal Reference Number:</b>	3830
<b>Closing date:</b>	-
<b>Salary:</b>	£21,000 - £23,000
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Barnet, North London
<b>Contact details for applications:</b>	Jenny Dines jenny@blockrecruit.co.uk
<b>Role description:</b>	<p>Fancy something a little different, a new challenge that could progress through time, but want to utilise the skills you've built up in a supporting admin role? You need a role that's diverse and rewarding, ideally with a company who want to go places. We're currently searching for an <b>Operations Administrator</b> to join a small yet focused and ambitious company in North London and you could be the one they've been dreaming of!</p> <p>They're a family run firm who are experts at providing maintenance services to the Residential and Commercial Property sectors but focus largely on a client base of Block Management companies. They value outstanding levels of customer service and are now putting plans in place to grow their team and company as a whole. With a workforce of 15 engineers and great client relationships in place, they need a driven new <b>Operations Administrator</b> to keep productivity at its</p>

highest and to assist their Operations Manager with the day to day running of the office.

This role will involve a range of admin duties including all formats of communication, paperwork, assisting Managers and Directors, client communications and day to day office duties. As their ideal new **Administrator**, you'll be highly focused and proactive. Your customer service skills will already be fine-tuned, and a strong admin background will be hugely beneficial. You'll be personable and will enjoy a small yet fun and driven office environment, the ambition to grow your career alongside such a company will make you a perfect fit for this opportunity!

#### **Minimum Requirements**

- Excellent administration, communication & IT experience / skills
- A background in customer service, able to build rapport at all levels
- A can do, team working mind set, enjoying new tasks and challenges

If you don't meet the requirements for this role, call the Block Recruit team to see what other roles we may have which could fit your current level of experience or "[create an account](#)" with us on our website, so we can stay in touch and let you know when other roles come up.

#### **Salary Range & Benefits**

This position is offering a salary of between £21K - £23K depending on experience plus the chance to work with a friendly, driven team and to progress with an ambitious company!

#### **Application Process**

Once we have received your CV you can expect to get a call or email within 1 week.

Unfortunately, if you don't meet the minimum requirements for this position then you may not be contacted for this role. However, we would still love to discuss other opportunities suitable to your current skill set and experience and how we can assist you in your employment search. Give us a call for a confidential careers chat today!

	<p>Get in touch with Jenny today to find out more about expanding your existing Property Management skills within an exciting new role and an ambitious, growing team!</p> <p>Contact: Jenny Dines</p> <p><a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:jenny@blockrecruit.co.uk">jenny@blockrecruit.co.uk</a></p>
<b>Company website (optional):</b>	<p><a href="https://www.blockrecruit.co.uk/job/operations-administrator-london-north-london-737.aspx">https://www.blockrecruit.co.uk/job/operations-administrator-london-north-london-737.aspx</a></p>