

We're Hiring

Administrator

Location

Ansador Ltd, The Old
Coppermill, Copper Mill Lane,
London. SW17 0BN

Salary

Depending upon experience

Reports to

Managing Director

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Key skills

Exceptional Microsoft Excel and Word skills, excellent written and oral abilities with strong organisational skills with a positive attitude.

Who we are

Ansador is a rapidly growing systems integrator supporting corporate and global clients throughout EMEA. With a UK head office in Wimbledon, London - the business employs UK engineering staff and collaborates with local service providers throughout EMEA delivering both installation projects and providing system support.

We want to make Ansador a great place to work, where we build a great team, where people are challenged

to do their best work, and where everyone can make a difference. Exceptional people deserve the best that we can provide in terms of working environment and support.

We trust our people and provide them with the **freedom to make choices** that work for them and their loved ones.

Overview of the Position

- Provide excellent Customer Service support to the Company's existing Clients
- Provide administrative support for the projects team
- Communicate and collaborate with other members of the administration team
- Coordinate information and process documentation
- Develop improved process functionality within the administration team
- Assist with managing accreditations including new (NSI Gold)
- Assisting with managing and coordinating engineer diaries
- To check supplier and subcontractor invoices against estimate/subcontract orders
- Assist & produce O&M documentation when involved with a project
- Assisting the Projects Team where required
- Logging Service Requests
- Ensuring all tickets are cleared down and suitably resolved
- Producing reports on request
- Obtaining full site asset lists
- Invoicing Servicing/Small Works Calls
- Updating internal documentation including but not limited to insurance and accreditations
- Assist in completion of PQQ & Accreditations

Experience required

- Experience within a projects administration department for a minimum of 5 years
- Customer Service experience
- Background of process and logistical orientated tasks
- Work under pressure to ensure deadlines are met accordingly
- Good written abilities with Maths & English qualifications would be desirable
- Good team player
- Organised and presentable
- Excellent telephone manner
- Computer literate with coherent skills in excel and word
- Clean UK driving license
- Able to communicate at all levels

Equal opportunities

Ansador is an equal opportunities employer and is committed to equality of opportunity, diversity and to providing a service and following practices which are free from unfair and unlawful discrimination. It is the organisation's policy to treat all job applicants and employees fairly and equally, regardless of sex, pregnancy, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national or ethnic origins or disability. The organisation will monitor the composition of the workforce to ensure that this policy is effective.