



Office Administrator- JOB DESCRIPTION

Shift:	Temporary / Full-Time
Location:	BirminghamWest Midlands
Contact:	Guy Reynolds(careers@imggroup.co.uk)

SUMMARY

We are a commercial removal company based in Birmingham and we are looking for an Office Administrator to work Part time / full time in our friendly, busy Office.

Essential Experience – IT Literate and confident with using Microsoft Word, Excel and Outlook, have excellent interpersonal skills and able to liaise with clients and colleagues at all levels in a professional manner. Candidates must have an excellent telephone manner. The responsibility of this role will include,

- taking telephone enquiries,
- booking appointments,
- managing clients crate and extended crate hire,
- managing new enquires,
- preparing and sending quotations,
- assisting the Operations Team with bookings,
- booking confirmations and various other operational document preparations.

Please note that flexibility to this role is important.

Full training will be provided and the successful candidate will find all members of office staff to be welcoming and supportive. Working hours will be Monday-Friday 09:00-17:00.

Full clean driving license preferred.

Salary negotiable, depending on experience.





REQUIREMENTS

- Must have a clear DBS background check, and drug screen.
- Previous moving experience preferred.

BENEFITS

- Great pay
- Training, Experience gain
- Sick, and Holiday pay

ABOUT IMG REMOVALS & STORAGE

IMG Removals is a full service moving and Storage company that specialises in residential, commercial and industrial moving. IMG Removals serves individual customers, as well as Businesses and various government agencies in employee relocations, local, long distance and international moving, logistics, move management, storage and distribution projects. IMG Removals was founded in May of 2006, and has developed it into a diversified moving company in Birmingham. For more information, please visit www.imgremovals.co.uk or call 0121 6280014.

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Removals Moving & Logistic team, you become a part of Birmingham's premier moving company. Because we know happy employees make better employees, IMG Removals provides the opportunity to earn competitive wages and benefits that include 401K plans, medical insurance and great on-site perks.

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