

<b>Job Title:</b>	Administration Assistant	<b>Job Category:</b>	Administration
<b>Location:</b>	Middlesbrough Office	<b>Period:</b>	Permanent
<b>Level/Salary Range:</b>	£NLW	<b>Position Type:</b>	Part-Time
<b>Will Train Applicant(s):</b>	Training Provided	<b>Environment:</b>	Office Based
<b>Supervisor:</b>	Office Manager	<b>Travel Required:</b>	Non
<b>External Posting URL:</b>	www.dkjones.com/careers		
<b>Role Definition</b>		<b>Please Send Applications To:</b>	
To support all areas of the business to ensure smooth running of the office and maintain our excellent levels of customer service.		Chris Jones, DK Jones Ltd, 48 West Street, Middlesbrough, TS2 1LZ Or Careers@dkjones.com	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>We are looking for a part-time administration assistant, minimum 20 hours a week, with more available as needed, to work in our busy Middlesbrough office, the role will include general office duties such as;</p> <ul style="list-style-type: none"> <li>• Filing &amp; photocopying</li> <li>• Supporting document control procedures</li> <li>• Answering the telephone</li> <li>• Data input and processing</li> <li>• Other duties as required</li> </ul> <p>Primarily supporting our logistics and quality departments a successful a candidate will need</p> <ul style="list-style-type: none"> <li>• Good organizational skills</li> <li>• Excellent attention to detail</li> <li>• Ability to follow instruction</li> <li>• Work independently &amp; unsupervised</li> <li>• A willingness to learn and a polite &amp; professional manner.</li> </ul> <p>Role and company specific training will be provided.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>Applicants must be computer literate (Microsoft office or equivalent). Pass grade at GCSE level Math's and English (or equivalent).</p> <p><b>ADDITIONAL NOTES</b></p> <p>Previous office experience and a schedule flexibly would be a distinct advantage.</p>			
<b>About Us</b>			
<p>D K Jones Ltd is a medium sized family owned and run business with nearly 35 years' experience supplying piping materials to the petrochemical industry from its extensive catalogue of over 17,000 stock lines. Dealing domestically and with over 50 countries around the World D K Jones Ltd has a global reputation for its nimble and reliable service.</p>			