

# PART OF YOUR LIFE



To support, lead and develop the internal sales team within our level division we are looking for a...

## Office Administrator - Level Division

### The Company

WIKA Instruments Limited is the UK subsidiary of the world's leading manufacturer of pressure, temperature, level, flow and related calibration instruments. We pride ourselves on delivering excellent service and quality product which is down to the well respected and hard-working employees we have working for us.

### The Position

We are looking for a full-time Office Administrator to join our Level division. This person primarily responsible for providing professional and competent office and administration support to customers, colleagues and suppliers. They are responsible for the efficient and effective handling of customer orders ensuring we meet their expectation and work in accordance with the company standard operating procedures.

### The Candidate

We are looking for an enthusiastic, dynamic individual who is confident and able to make decisions which influence and improve customer satisfaction. A high level of accuracy is important for this role so strong attention to detail is critical as is experience with the full Microsoft Office suite of programmes. Personality-wise, we want someone with a pro-active can-do attitude and willingness to be flexible with their time where workload permits. Communication is an important part of this role so written and spoken English must be to a competent level. Finally, the ideal person will be of a bright, pleasant and approachable manner.

### Why Should You Apply?

- Competitive Salary & On-Target Bonus Package
- Hours of Work: 08.30 - 16.30 Monday to Thursday / 08.30 - 16.00 Friday
- Working Hours: 37 per week
- Flexible Working Arrangement Available
- Excellent Benefits: Exceptional pension scheme, private medical insurance, death in service cover, income protection, annual health assessments.
- A dynamic working culture that is hard-working yet rewarding, with a sprinkling of fun!
- Great opportunities for advancement & career progression.

### The Location

Our office is based in Swanley, Kent in the United Kingdom. Our location is a little remote and it can be challenging to reach us without a car so having your own mode of transport is advisable, although Swanley train station is a 15 minute car drive away for those of you who have good train links.

### Our company

WIKI Alexander Wiegand SE & Co. KG is a renowned partner and competent specialist for pressure, temperature and level measurement technology.

As an internationally positioned family business with an annual turnover of 750 million euros, we defend our leading position in the world market. Our success is assured by 7,900 highly qualified and motivated employees worldwide.

### Contact

WIKI UK

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