



Administrative Assistant

Average hours 16 pw, flexible

Part- time

Longbridge, Birmingham - £18-20,000 – pro-rata

This is an opportunity for experienced administrator to join an innovative independent plastics manufacturer. Aquapak Polymers is a new technology business, based in a brand-new facility in South Birmingham. This role is working an average of 16 hours per week on a flexible basis.

Duties include general administration, filing, answering the telephone, post and courier arrangements and providing support for the management team. Reporting to the office manager, you will also be able to scan and input data onto existing systems and understand the importance of quality standards and customer service.

Our ideal candidate will be an experienced office administrator, with at least 2 years' experience in a busy office environment using Microsoft Office applications and ideally have an NVQ Level 2 in administration. You will have good attention to detail, be a good team player and will be able to deliver our processes to the highest standards.

This is an excellent opportunity to join a growing business in a part-time role and be part of a great team!

Please send your CV to hr@aquapakpolymers.com