



## THE ROLE AND WHAT TO EXPECT

The candidate will be expected to work in a small close knit team within the wider adi Group based at our Blackpool office. The role will comprise of administration and some project related duties associated with the day to day running of adi Smart Metering Services.

## WHAT YOU WILL NEED TO SUCCEED

- Processing purchase works orders/notifications.
- Ordering Stock/materials.
- Checking orders of materials when received.
- Keeping the stock list & Price Book up to date.
- Keeping the stock area tidy and correctly labelled.
- Answering incoming telephone calls.
- Filing surveys, quotes and tender info to the server.
- Contacting suppliers / sub-contractors for quotes.
- Raising orders, scanning documents, recording / filing.
- Administration duties for, and assisting, the sales team.
- Greeting any visitors to the Blackpool office.
- Booking of Hotels and site visits for engineers.
- Assisting in managing the project planner.
- Preparing jobs packs and associated documents.
- Assisting with others in liaising with gas, water and electricity operators as required.
- Ensure deadlines are met and be able to manage a diary to this effect.
- Be willing to learn project roles for future involvement.

## ABOUT ADI GROUP

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions. Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees and is expected to double in size by 2020.

## WHY WORK FOR US

Whether you work at our flagship head office, at one of our 11 regional offices, or at one of our client residencies, a job at adi is fast-paced and promises variety, progression and opportunity.

We are dedicated to creating a winning team with a strong work ethic, a commitment to excellence and above all, a passion for engineering.

## HOW TO APPLY

If you are a professional hands-on, self-motivated and team focused individual who is reliable and flexible in their approach to work with a keen eye for accuracy and attention to detail – we want you!

To apply, please visit: [www.adiltd.co.uk](http://www.adiltd.co.uk)

adi Group is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or beliefs, marital status, or pregnancy or maternity.