



THE ROLE AND WHAT TO EXPECT

This role will offer incredible variety – including timesheet entry, order processing, project reconciliation, diary management, travel and accommodation organisation and support, facilities management, front-of-house support, as well as management responsibility for our Office Administration team. Reporting to the CEO, you will be responsible for leading on a number of projects aimed at improving the efficiencies and operations in the office.

WHAT YOU WILL NEED TO SUCCEED

- Previous experience within Office Manager/Supervisor role
- Proven experience of high volume invoice and data processing
- Knowledge of "Integrity" system would be advantageous
- Previous experience managing client orders and processing of invoices
- Previous experience of team management

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

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.