

**Date:** April 2021

**Role:** Admin assistant

Lineal Software Solutions Ltd, one of the South West's leading IT and Communications managed service providers, is seeking to appoint a highly motivated and enthusiastic admin assistant / bookkeeper to join our established team in North Devon.

The position is through the Kickstart scheme for 6 months, and is an excellent opportunity to gain skills and experience, which may lead to further employment at Lineal or finding employment in this industry with the valuable experience you have gained.

#### **Essential requirements –**

- Team player – we are seeking to find a motivated individual with high standards of customer care.
- Excellent written and verbal communication via phone, email and face to face.
- Aptitude for continuous learning and development.
- Ability to multi-task and adhere to deadlines.
- Strong organisational and planning skills and attention to detail.

#### **Job description –**

- Undertaking daily administration tasks to ensure the functionality and coordination of the department.
- Establish a professional and confident working relationship with clients, dealing with telephone enquiries, escalating queries to the teams and following up to ensure actions have been taken.
- Communicating with clients and suppliers by phone or email.
- Greeting customers in the office and booking their equipment into the Lineal workshop.
- Retrieving information from supplier portals, processing and adding purchase invoices. Ensuring the invoices tie up with the purchase orders.
- Invoicing clients, preparing statements and credit control for client services.
- Creating quotes for clients under the direction of the team leaders.
- Creating and amending contracts on our billing system.
- Maintaining supplies inventory by checking stock to determine inventory levels, assisting with new stock arriving in the office and recording all orders.

For additional information please email [jobs@lineal.co.uk](mailto:jobs@lineal.co.uk), or contact the Job Centre referencing Lineal Kickstarter Scheme.