



Marshall & McCourt

Plumbing | Heating | Renewable Energy

Administration Assistant

Established in 2008, Marshall and McCourt are a rapidly growing, family organisation who specialise in all aspects of Plumbing, Heating, Renewable Energy, Smart Homes in Teesside. Currently serving the North East of England from our office and showroom premises in Stockton-on-Tees.

We are looking for an Administration Assistant to join our growing team.

The key purpose of the role will be to support the Office Manager and Service and Maintenance Team with all daily tasks.

Duties include:

- Managing the diaries of all engineers allotted to your schedule to ensure they are utilised and allocated to the most appropriate jobs.
- Input accurate updates on maintenance records.
- Monitor the progress of all open jobs and see that they are dealt with within the allotted time frame.
- Liaising with engineers to obtain further information.
- Ensuring the smooth running of day-to-day office tasks.

Skills/Experience

- A strong ability to multitask and prioritise workload.
- Excellent attention to detail.
- Strong experience of MS Office packages (MS Excel preferred).
- Ability to communicate clearly and effectively.
- Plumbing and Heating/Construction background would be beneficial.

The role is offered on a permanent part-time basis, **covering 24 hours per week**. Flexible working hours to be agreed.

An immediate start available for the right candidate.

Salary: £14,250 - £19,270 pro rata