



Role: Workshop Administrator – Full Time, however part time hours will be considered

Location: Dunsfold, Surrey

Remuneration: Competitive Salary

Additional Benefits: Pension, Health cash plan, Life cover

Company – Grant Handling - Materials Handling

Established in 1978 we have 43 years of experience in the materials handling industry and pride ourselves on our extensive and versatile product and service range. We have been sole distribution partner of Heli Forklifts since 2001 for the whole of the UK

Heli Forklifts

Founded in 1958, Heli is the 7th largest materials handling manufacturers in the world. They produce 512 products and 1700 different models and sell over 160,000 units annually into 140 different countries.

Impact Group

Grant Handling is now part of the Impact Group! Established in 1985, Impact has grown to become one of the leading providers of material handling equipment in the UK. Offering only the very best, carefully chosen equipment ranges each specified to deliver what we believe is the best value for money for our customers.

Values – Workshop Administrator - Materials Handling

At Grant Handling our people are our most valuable asset, we are proud to recruit and train the very best in the forklift industry. Equipping them with the skills and knowledge necessary to ensure that, no matter what our customers' need, they can handle it. Our values are:

- Empowerment
- Integrity
- Pride
- Teamwork
- Respect
- Health and Safety



Position - Workshop Administrator - Materials Handling

Grant Handling are recruiting for a workshop administrator to help facilitate the smooth operation within the local engineering workshop. Experience in sales administration will also be beneficial as we anticipate this role will offer additional support in that area during certain periods.

You will be a good communicator with the ability to prioritise a busy workload, you will ideally have similar experience helping to coordinate a workshop environment and be used to dealing with a wide variety of internal and external customers. This is a varied role and will encompass a number of administrative functions.

Skills and Experience - Workshop Administrator - Materials Handling

- Experience supporting an engineering workshop
- Organised and able to prioritise a busy and varied workload
- Able to work quickly with a high degree of accuracy
- Comfortable dealing with engineers, suppliers, sales and management
- Confident and accountable for own workload
- Administrative support to Equipment Preparation Manager

Benefits – Workshop Administrator – Materials Handling

- Competitive Wage
- Company Pension Scheme
- Health cash plan
- Life Cover

If you believe you have the necessary skills to fulfil this role, please apply in writing with a copy of your current CV and Cover Letter to Kris Barfoot Kris.Barfoot@impacthandling.com or email careers@granthandling.com.

Apply Now!

