

JMD Solutions are an expanding company based in Kelvedon in Essex.

We are an Energy Efficiency Company that offer Energy Saving Solutions to domestic customers. These efficiency measures include, Replacement Boilers, Cavity Wall and Loft Insulation, Solid Wall insulation and Room in Roof insulation.

We are looking to recruit an Office Administration Assistant for our Kelvedon office focusing on the Boiler side of the Business.

Main duties will include:

- Maintain all office correspondence.
- Communicate on phone, email or fax with clients, vendors, employees and higher ups.
- Set appointments and take care of appointment details.
- Keep a list of electricians and masons to carry out repairs whenever there is a need.
- Enter various data in the office computer system.
- Carry out compliance checks on paperwork coming in to the office.
- Processing payroll and commission payments

Knowledge and Skills:

- Very good communication skills.
- Deal with clients professionally.
- Be organized and finish a number of tasks on a daily basis.
- Good computer skills.
- Be self-motivated and able to work under their own initiative.

Some knowledge of the Home heating industry would be advantageous but not essential.

Hours of work are Monday - Friday. 8 AM - 5 PM. One hour for lunch.

The salary is negotiable dependent on experience.