

Role: Administrative Assistant

Type: Temporary - 12 weeks

Hours: Monday to Friday, 10am to 3pm. Weekend overtime may be available.

Location: Pembroke Dock

Rate: National Minimum Wage

Genpower is the exclusive distributor for Hyundai Power Products for the UK and Ireland. We are presently recruiting for an Administrative Assistant to work on a temporary basis. Immediate start available for the right candidate with the assignment lasting approximately 12 weeks. There may be further opportunities upon completion for the right candidate.

This is a great opportunity to work within a fast-paced office environment and to further your administrative experience. The successful candidate will possess excellent organisational, IT and communication skills. Prior administrative experience is essential although full training will be provided to support within the role.

Key Duties

- Processing sales orders.
- Taking calls and directing them to the relevant departments.
- Offering general admin support in all areas of the business to include sales, aftersales and parts departments.
- Answering general customer service enquiries.

To apply please send CV and Cover Letter outlining your suitability to careers@genpower.co.uk