

Administration Assistant

Name of Company: vbt
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vbt is a dedicated IT Solutions provider specialising in the following IT Solutions:

Network Support, IT Managed Services, Network Installations & Upgrades, Cloud Mail, On-line Backup, Hosted Server Management Solutions, Disaster Recovery & VoIP Phone Solutions.

vbt are recruiting for a part-time Administration Assistant to work with our IT Support Department. The successful candidate will provide administration support for the IT Team, communicating with customers, suppliers and engineers on a daily basis.

Responsibilities will include:

- Reception – All incoming phone calls and deliveries from suppliers
- Logging calls for Client Support issues
- Dealing with Client queries
- Constant communication with Clients
- Co-ordinating daily schedules for engineers
- Daily / Weekly / Monthly Reports for Management

Key Skills Required:

- Previous experience in an Administrative role is an essential requirement, preferably with experience in a busy Service Dept.
- Excellent attention to detail
- Ability to multi-task and prioritise in a pressurised environment
- Excellent communication and organisational skills with fluent English
- Good IT skills and high level of proficiency in Microsoft Excel

Salary: Competitive salary depending on experience and qualifications. This role would suit candidates looking for either a part-time or a full-time position.