

CleanTec
Restoration Services

CleanTec
Environmental Services

Join the team.

Who are we?

We are Northern Ireland's leading independent disaster restoration company.

We specialise in cleaning and restoring properties affected by fires, floods and other disasters. Our fully trained technicians have helped hundreds of home and business owners through successfully restoring their damaged properties.

We provide a 24-hour emergency response service with well-equipped and professional staff ready to help in the hour need throughout Ireland.

CleanTec Environmental provide an oil spill response and remediation service to Insurers, home owners and industry throughout Northern Ireland

We also have a carpet & upholstery cleaning division working throughout the province to clean and maintain carpets in the home and business.

Have a look at our web site for more information on who we are and what we do

Who are we looking to hire?

We are looking to recruit an administrator; a description of the job and the type of person we are looking for is detailed below. Is this you?

Reports to

Operations manager

Activities

Helping a busy business to keep agile to respond to constant emergency insurance calls by ensuring the fundamental administrative activities are being carried out proficiently. There is a wide area of activity for this position including:

- Job processing & filing

- Accounts payable receivable, expenses – receipts etc.– Sage line 50**

- Credit control

- Telephone answering and diary management

- Tracking rental equipment

- Tracking items with and liasing with subcontractors

- Customer check calls & satisfaction surveys

- Updating website

- Typing inventory lists, letters and reports

- Customer mailings eg. marketing, follow-up, Xmas cards etc.

- Arrangements – training internal & external, travel etc.

- Attend team meetings

Liase with policyholders and clients in a friendly and professional manner and in line with company culture and ethos.

Responsibilities

- Ensure smooth and proficient flow and communication of administrative and account information
- Adhere to all company Health & Safety policies and rules as detailed in Operations Manual.

Relationships

- In daily contact with customers, clients, loss adjusters, loss assessors, claims handlers, prospects, members of public, other contractors, work colleagues, suppliers and temporary staff.
- To maintain a calm, professional, polite demeanour and approach at all times.

Knowledge & Experience

- A basic understanding of Sage Line 50 – training can be provided to a good candidate.
- A good understanding and experience of accounts function. Previous accounts experience required.

Skills

- Use own initiative in carrying out daily duties and responsibilities.
- Proficient PC user
- Good problem solving skills.
- Good interpersonal skills to deal with customers, clients and other TEAM members.

Attitudes

- Eager, motivated, able to work on own or as a team player, attention to detail, courteous, punctual and polite.

Application Form

If you need more space, feel free to use more paper. You may also attach your CV.

Date of application:

Surname:

First name:

Address:

Daytime telephone number:

Evening telephone number:

Previous Employment. Please list your employment history, starting with your current or most recent employer.

Previous employers' name, address and type of business	Dates of employment	Reasons for leaving	Job title, main duties, and final salary

Other Experience. Please detail any other relevant experience.

Qualifications – job related. Please detail below any relevant qualifications

Qualifications – Other. Please detail below any other qualifications (e.g. academic)

Blow your own Trumpet! Why will you be the best Administrator?

Achilles heel. In what ways are you **not** perfect for this job?

Any questions? Let us know if you have any questions you would like answered.

Please send completed form (with your CV if you like) to:

Ben Noble at CleanTec Restoration Services,
Unit 14 Harbour View, Heron Road, Belfast, BT3 9LE

What next? We will invite selected applicants for a simple interview, where we will get to know you better and figure out if you are the sort of person we are looking for (and if we are offering the sort of job *you* are looking for.)