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### About the Job Role

Forklift Truck Depot are continuing to expand our team and are looking to recruit an Office Administrator to cover a varied number of duties.

The ideal candidate will have a good administrative background, strong customer-focused skills and a can-do attitude. Within this role you will be the first point of contact for customers, dealing with customer enquiries, logging breakdowns and service requests, processing of jobs; liaising with the parts team to keep customers up and running, Marketing, arranging transport, serving customers from the trade counter and any other general office related duties

### Skills and Experience

- A background within Materials Handling or similar equipment environment
- Previous experience in a customer service orientated field.
- Excellent attention to detail.
- Confident manner with a focus on building relationships
- Ability to work independently and as part of a team.

### What's in it for you

- Attractive salary
  - 28 days annual leave
  - Have your birthday off on us every year
  - Company Pension Scheme
  - Opportunities for Career Progression
  - Personal training & development
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