

Office Administrator

Location: Wakefield Acoustics, Unit 17 Flush Mills Westgate, Heckmondwike, WF16 0EN

About us:

Wakefield Acoustics are owned by CECO Environmental, a leading environmentally focused, diversified industrial company whose solutions protect people, the environment, and industrial equipment. As a part of CECO's Thermal Acoustics business group, Wakefield Acoustics have grown to become one of the UK's leading manufacturers of advanced industrial, commercial and environmental noise control systems.

Since our formation in 1980, Wakefield Acoustics has evolved and is one of the most respected and forward-thinking industrial acoustic engineering companies in the UK, operating across a diverse range of sectors. We have worked closely with many of the world's leading blue-chip companies to solve complex noise problems often in extreme, arduous or hazardous area environments.

Are you looking for a permanent administrative role, working for a stable, growing engineering company?

The role would suit someone who is proactive, with an exceptional attention to detail. Any interest and/or experience in engineering/manufacturing would be a bonus as you'll be learning all about our products and customers to support the projects team. Full training will be provided for this role. You'll have the support of a Team Leader and other colleagues within your team.

The day to day:

- General administration assistance, a varied and fast-paced workload.
- Data entry, responding to internal and external stakeholders via email, Teams and over the phone.
- Providing support and relationship building with our customers, subcontractors and colleagues.

To be successful in this role, you will need:

- Previous experience in an administration role ideally within the engineering/manufacturing sector, however this isn't a deal breaker.
- Strong IT skills (MS Office) and excellent spoken/written English skills.
- Able to work in a busy and fast paced environment.
- Ability to work within a team, but also on individual tasks.
- An organized approach to all tasks.

Please send your CV and cover letter to Human Resources via recruiting@onececo.com

As a growing and ambitious organisation with a presence across multiple markets, we can offer you the working environment and support needed to be successful. We are committed to achieving workforce diversity and creating an inclusive working environment. We welcome all applications irrespective of social and cultural background, age, gender, disability, sexual orientation, or religious belief.