

Provisioning Assistant (Administrator) – Full Job Description

December 2009

COMPANY OVERVIEW:

Fluidata is a fast-growing business only ISP centred on four key values: affordable service, exploiting technical innovation, excellent customer service and 24/7 support. We specialise in high-availability, high-speed and extremely reliable internet services.

ROLE BACKGROUND:

This is an excellent junior position for someone looking to start a career with a young dynamic company, with excellent prospects for career progression.

Fluidata is undergoing sustained and rapid growth and this position is expected to develop into a more responsible role as the company expands.

PURPOSE:

- To deliver administrative support to the Provisioning Manager in assisting with all day to day responsibilities

MAIN RESPONSIBILITIES:

- Placing orders with suppliers
- Ensuring provisioning stages are followed in product delivery to our clients
- Keeping clients updated on order progression
- Answering client queries by phone and email
- General day to day office admin

MUST HAVE:

- Previous experience in an admin role preferred
- Good motivation and work ethic, with the ability to demonstrate excellent communication skills and initiative
- Competent office IT skills are a pre-requisite, specifically Windows and Office applications
- 3 A-level qualifications, or equivalent

SALARY AND BENEFITS:

- £18,000 - 20,000 subject to qualifications and experience
- Subsidised gym membership and company private health and dental scheme
- Full on-the-job training will be given
- Position available from 4th January 2010

APPLICATIONS:

- Please send a CV **and** covering note by email to: recruit@fluidata.co.uk
- Postal applications will not be accepted