



Job Title:	Admin Assistant (275)		
Department/Group:	SGS	Reports to:	Operations Manager
Location:	Campsie (Derry-Londonderry)	Travel Required:	No
Level/Salary Range:	£12.79 per hour	Position Type:	Temporary (3months) Full-time
Date Posted:	15.04.25		
Posting Expires:	25.04.25		
Applications Accepted By:			
EMAIL: recruitment@precisiongroup.co.uk Subject Line: (Job Title)		MAIL: Recruitment Precision Group 28 Campsie Ind Estate Derry-Londonderry BT47 5XX	
Job Description			
<p>The Precision Group have been providing innovative, high-quality services to business and industry for over 40 years.</p> <p>Our diverse range of services includes contract & reactive cleaning, asbestos removal, mechanical installation, fabrication & coded welding, utility data capture, thermal insulation engineering and specialist decontamination & refurbishment.</p> <p>We are currently seeking an organized and customer focused individual on a temporary basis to work within our Engineering Division supporting both our employees and contractors.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Answer department related queries via phone and email; • Work with suppliers to resolve issues and enable the delivery of accurate and timely documents to customers. • Booking travel for staff; • Manage employee documentation; • Technical knowledge is not required as training will be provided although experience of working in an engineering / industrial related field would be an advantage. 			

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A comprehensive understanding of Microsoft Office, particularly Excel and Word.
- Relevant experience of contract support.
- A flexible proactive approach to work and manage varying workloads, work under pressure and meet deadlines.
- Ability to establish and build positive working relationships at all levels, with ability to use own initiative.
- Excellent communication skills.