



**James Jones
& SONS LIMITED**

Administrator – Wrexham (part time)

Mon- Thurs 09.00 to 16.00 (26 hrs per week)

James Jones & Sons Ltd is one of the UK's largest and most progressive timber companies with core activities in sawmilling, I-Joist and pallet manufacture. We operate five sawmills throughout Scotland; an engineered wood manufacturing plant in the north of Scotland and have pallet and packaging operations at fifteen sites across the UK.

Our pallet and packaging operation repairs up to 14 million pallets a year and has some of the most advanced pallet manufacturing facilities in the UK, a national distribution network and offers a complete range of pallets and specialist timber packaging. Our customers include all the major pallet pools and blue-chip companies including automotive, engineering, construction, pharmaceutical and retail businesses.

We are looking for part time Sales Administrator to join our small team at Wrexham, reporting to the Administrative Operations Manager

The role:

The main purpose of this role is to provide administrative support within the existing department to ensure that department runs effectively and efficiently.

Main responsibilities:

Answering calls and emails from both customers and suppliers.

Reception cover and the issuing of door key fobs.

Payroll administration – enrolling new staff onto HR system, checking agency invoices.

Recording unplanned leave on our HR SharePoint system.

Producing despatch notes.

Raising PO's to suppliers when required.

Receipt goods arriving on site.

Distribute emails to the relevant departments.

Create internal timber transfer orders.

Create waste collection notes.

Input stock into the NAV system.

Produce customer sales reports monthly.

Book transport and check delivery notes against transport plan.

Ad hoc admin duties as and when required.

The successful candidate must have the ability to communicate fluently in English as well as comprehend written instructions. A driving licence would be beneficial. You must be able to prove that you are eligible to work in the UK.

An attractive remuneration package is available to the right individual. Applications together with a CV should be sent to: - Donna O'Connor, Human Resources Manager, James Jones & Sons Ltd, Broomage Avenue, Larbert, FK5 4NQ or email recruitment@jamesjones.co.uk.