



## **Office Administrator Preston**

### **Our Company**

Go Traffic Management has been in operation since 2007, initially serving clients in the North West, Midlands and Yorkshire regions. Over the last decade, the business has expanded significantly, based on an excellent reputation for performance and delivery. The company is now one of the UK's largest traffic management providers, with local depot bases up and down the country.

### **Our role**

As an Office Administrator, your role will cover administrative duties for the office. The role will be diverse and fast paced, you must be able to work on your own initiative and have exceptional attention to detail.

### **Key Responsibilities**

The role will include, but not be limited to, the following tasks:

- Answering and directing phone calls
- Procurement of equipment and materials
- Processing and preparing business correspondence
- Maintaining electronic and hard copy filing systems
- Checking job packs
- Organising meetings
- Greeting visitors
- Basic data entry

### **Salary and Benefits**

We offer a competitive salary based on experience along with a full benefits package.

Go Traffic Management is proud to be an Equal Opportunity Employer. We celebrate diversity and do not discriminate based on race, religion, colour, nationality, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

We are Armed Forces-friendly. We welcome applications from ex-Armed Forces personnel, reservists, armed forces veterans, cadet instructors and military spouses/partners.

We understand that privacy and the security of your personal information is extremely important. By applying for this role, you agree to the terms of our privacy policy which you can find here – [www.gtm.co.uk/privacypolicy](http://www.gtm.co.uk/privacypolicy).