

WE'RE HIRING

JOIN ONE OF THE UK'S FASTEST GROWING COMPANIES



Commercial Administrator

Drumclog/Glasgow – permanent, full time

The QTS Group is one of the UK's leading Rail Infrastructure, Engineering and Training organisations. The Commercial Administrator shall have the responsibility for daily commercial administration processes.

Responsibilities include:

- Answering and dealing with direct telephone enquiries from QTS Team members and external clients
- Organisation and filing of Commercial office documentation
- Creating quotations, raising Job Trails (JT's) required for new purchase orders
- Assist with invoicing requirements
- Credit Control and data input

- Managing working time and prioritising workloads to ensure daily and weekly timescales are met.
- Any other tasks and duties as instructed by the Commercial Manager and assisting other team members as required.

Skills required:

- Must be able to drive and have transport due to location of our offices
- Competent in all aspects of Microsoft Office packages
- Excellent organisational, communication and interpersonal skills
- Ability to work to deadlines as instructed
- Must be able to time manage and work both on your own initiative and within a team
- Adhere to all company policies and processes as detailed within your Contract of Employment and Company Handbook
- Reliable and dependable



QTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.

PLEASE SEND APPLICATIONS TO:

RECRUITMENT@QTSGROUP.COM

QTSGROUP.COM

RAIL INFRASTRUCTURE, ENGINEERING
& TRAINING SPECIALISTS

