



## **Arena Comet Thermal Cleaning Technologies**

Equipment & services, Newcastle-under-Lyme, ST5 7AS

Is looking for a:

### **Commercial administrator, full-time or part-time**

We are looking for a commercial administrator for our branch in Newcastle-under-Lyme.

Job description:

- Follow-up the e-mails, answering phone calls (informing customers when the delivery is ready to be collected)
- Preparing worksheets weekly for production and working hours for the payroll department monthly
- Other small administrative tasks (no invoicing or accountancy)
- Calling to potential customers, sending them information about our services and products

A person who is hands-on and possibly assists in the service shop, occasionally, would be ideal

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We are a dynamic company active in mechanical engineering of customer-size thermal cleaning ovens for the automotive, painting, textile and plastics industry and thermal cleaning services on 5 countries.

We offer you an attractive salary, flexible working hours,...

Interested? Don't hesitate to contact us:

**sales.uk@arenacomet.eu**

**+32 9 361 8772** (J. Liebaert)

NO AGENCIES PLS!

**www.arenacomet.co.uk**