



## Administrator (Swindon)

**Hills Group Ltd is seeking an administrator to join the team, at our head office in Swindon.**

The main purpose of the role is to provide administrative support to the company secretarial department, which provides a range of services to the organisation.

The position will require regular communication with various departments and a learned understanding of how each operates. It will include a variety of administrative duties, incorporating specific tasks as required by each.

Key responsibilities include:

- Assist in the maintenance of approved contractor files, management of utilities and property maintenance records and schedules
- Support in the process of raising purchase orders
- Dealing with insurance claim enquiries from third parties and assisting in their investigation
- To assist with insurance notifications and claims handling
- Maintain filing records for the company secretary and the communications team
- To administer company archives/records
- To assist with the organisation of group corporate events and divisional one off events
- To assist in the distribution of booklets, magazines, newsletters and other material, to both staff and external stakeholders
- To visit other Hills locations when required.

Ideal candidates will possess excellent administration and organisational skills with the capability to self-prioritise. A professional approach to communication will be required, both verbally and written. Being able to build and maintain good working relationships, with multiple stakeholders, will be essential. Previous working experience of insurance claims handling or within the motor insurance industry would be advantageous.

Applicants will need to have experience of Microsoft Office software, Word, Excel etc. and as occasional travel to other Hills location is required, a full driving licence is also essential.

**Please email your CV to [join@hills-group.co.uk](mailto:join@hills-group.co.uk) or contact the Hills recruitment hotline on 01793 781199 for an application pack quoting the relevant Vacancy Reference HGL1013.**

*The Hills group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.*