



Transport Administrator – part time Swindon

Due to continued growth Hills Quarry Products is looking to recruit a Transport Administrator on a part time basis to join the team at our office in Swindon.

The main responsibilities will include providing comprehensive administration support to the Transport Manager in an organised and efficient way.

You will be responsible for the processing of driver records and purchase orders along with filing of documents using manual and electronic systems. Tasks will need to be completed to deadlines and excellent organisational skills are essential.

Excellent Microsoft excel and word skills will be needed to work effectively in this varied role along with good interpersonal and communication skills.

Working fifteen hours per week we are able to offer flexibility and choice to the successful candidate regarding working days and times.

Please email your CV to join@hills-group.co.uk or contact Hills on 01793 781199 for an application pack quoting the relevant Vacancy Reference HGL1363.

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

www.hills-group.co.uk