

# Job Vacancy:

## Administration Assistant (Part Time)

### Position Overview

JD Security and Fire Ltd are actively seeking an experienced part time Office Administrator to join our growing team, working closely alongside the Office Manager.

This position has become available due to company growth and offers the successful candidate the opportunity to be a key part of our administration team. It is initially offered as a one-year maternity cover contract, with the possibility of continued employment depending on the ongoing needs of the company.

### Essential Requirements

Applicants must be confident in an office environment and possess proven experience in communicating professionally with both customers and suppliers, whether by telephone or email.

### About JD Security and Fire Ltd

We are specialists in commercial and residential security and fire systems, with a diverse portfolio that spans the education, commercial, industrial, and public sectors, as well as domestic environments. We value individuals who are self-motivated, proactive, and have a positive, can-do attitude. Our company is committed to supporting personal development and promoting career progression within the organisation.

### Main Duties and Responsibilities

- Responding promptly and professionally to customer and supplier emails and telephone calls.
- Contacting customers to arrange engineer visits and managing related communications.
- Managing engineers' diaries, including scheduling and entering jobs using InstallerPro (CMS).
- Maintaining and updating customer records through the company's CMS.

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- Typing up system design proposals as needed.
- Assisting with financial accounts administration tasks.
- Raising and processing invoices efficiently.
- Chasing overdue and unpaid invoices to ensure timely payments.
- Providing general administrative support to the Office Manager and assisting with any additional duties as required.

## Experience and Skills Required

- Proven experience in a similar administrative role is essential.
- Strong attention to detail and excellent organisational skills.
- Good communication and interpersonal abilities.
- Ability to work both independently and as part of a team.
- Good working knowledge of Microsoft Outlook, Word, and Excel.
- Familiarity with CMS and accounting software is advantageous; however, full training will be provided if necessary.

### Additional Information:

Please note that this job description is not exhaustive. The successful candidate may be required to undertake other duties as assigned in order to meet the ongoing needs of the organisation. If you are a motivated individual with a strong work ethic and a passion for delivering exceptional customer service, we encourage you to apply for this position.

Pay: TBC based on experience.

Offer subject to enhanced DBS and PNC checks.

Please send CV and covering letter to [office@jdsecurity.co.uk](mailto:office@jdsecurity.co.uk).

Company Registration No: 12615061  
VAT Registration No: 365197078  
SSAIB Registration Code: NORF084  
BAFE ID: 303443

