HEWES
INTRUDER CCTV FIRE ACCESS

HewesGroup.com
info@HewesGroup.com
✆0345 371 3245

Head Office: Samara House
25 Cutlers Road
South Woodham Ferrers
CM3 5WA

Sales ADMIN

Our ref SalesAdmin/jobdescr 2022

Dear ***Applicant***

re: Sales Support - Administration Assistant

Thank you for expressing an interest in administration employment opportunities at ***HEWES.*** We have been trading in South Woodham Ferrers since 1961.

HEWES is still privately owned; the business has grown in size since the original locksmith business was founded in 1961 with a service area that includes, Intruder and Fire Alarms, CCTV Access control and Access Control.

As an NSI Gold Installer (National Security Inspectorate) we offer a wide range of products for both Commercial and Domestic properties. Our aim has always been to provide a friendly personal service to our customers, giving help and advice for on their Security needs.

Our administration team offers support to the Directors, Sales team and Engineers as well as taking enquiries and queries from customers.

We are looking for people who have good administration skills, a knowledge of word and mail merging as well as great telephone skills, a flexible approach to working and the ability to work both under their own steam and as a team member.

If this is you and you have initiative, an outward personality and a sense of humour please get your application back to us as soon as possible! Closing date for applications 12pm Monday 5 December 2022

If you have any questions then please give us a call on 0345 371 3245 taking option 3 and ask for Matt

We look forward to hearing from you.

Yours faithfully

HEWES

Please retain this information sheet in case you are called for an interview

SalesAdmin/2022-V5

Job profile

Sales ADMIN

HEWES Security are committed to delivering great service to our customers. We believe that we can best achieve this through highly valued and motivated staff who share our values.

Job details

Job Title:	Sales Support - Administration Assistant
Application closing date:	November 2022
Location:	South Woodham Ferrers
Salary:	from £17,000 per annum
Employment type:	Permanent, Full-time
Job category/type:	Administration

Job description

Duties of the Role

HEWES Security is seeking a full time, permanent Administration Assistant within the Sales Department .

We require an Administrative Assistant to assist the sales team with activities including the organisation and delivery of quotations, liaising with clients via telephone and email they will also assist the Sales Team with administration tasks, such as answering customer enquiries, to help facilitate the delivery of a high-quality focused customer service. The role is located at HEWES' Head office in South Woodham Ferrers and will be during normal office hours.

A full list of duties and responsibilities can be found within the job pack.

Skills and qualifications required

You should have relevant qualification in Customer Service provision or equivalent qualification in administration or experience. You should have considerable experience in providing efficient customer service and administration within a busy environment. You will also have an understanding of Data Protection, good IT skills, excellent team working, communication and organisational skills are essential.

Appointment to this post will be made on a full-time (38 hours per week) permanent basis to be worked as required within the working operational window of 9.00am – 5.30pm, Monday to Friday.

Please see the attached job pack, which contains a full job description and person specification, which outlines the full duties, skills, qualifications and experience needed for this role plus more information relating to the post. We recommend you read this information carefully before making an application. Applications should be made via the attached PDF application form, but if you would like advice or help in making an application, or need information in a different format, please email info@HewesGroup.com.

SalesAdmin/2022-V5

HEWES

INTRUDER CCTV FIRE ACCESS

Application for Employment

SalesADMIN

Position applied for:- *Sales Support - Administration Assistant*

Head Office: Samara House
25 Cutlers Road
South Woodham Ferrers
CM3 5WA
0345 371 3245

Personal Details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Other ☐ *Please specify*

First name(s)

Surname

Address

Postcode

National Insurance No.

Daytime telephone No. (please include std code)

Evening telephone No. (please include std code)

Do you consider yourself disabled under the Disability Discrimination Act?

☐ Yes ☐ No

Do you require any particular arrangements for an interview?

☐ Yes ☐ No

Do you have a driving licence?

☐ Yes ☐ No

What type of licence is it? *(tick more than one box if applicable)*

☐ Car ☐ Motor cycle

☐ Public Service Vehicle
Passenger Carrying Vehicle
Please enter the class

☐ Large Goods Vehicle
Heavy Goods Vehicle
Please enter the class

Do you have any driving endorsements?

☐ Yes ☐ No

Please give details

SalesAdmin/2022-V5

Hewes Security Ltd. Registered in England.
Company Number: 04335146
Registered Office: 147a High Street, Waltham Cross,
Hertfordshire, EN8 7AP

NASIC NSI GOLD UKAS PRODUCT CERTIFICATION 0142 UKAS MANAGEMENT SYSTEMS 0142 THE BRITISH FIRE CONSORTIUM FPA

Please give details of:

The educational qualifications you have achieved	Apprenticeships or training you have completed
Courses you have attended	Any other skills which may be relevant to the work

Sales ADMIN

Please give details of your work history over the last five years

Name of employer	Date from	Date to	Brief details of duties	Reasons for leaving

What are your hobbies/interests?

If there are any other facts that you think will be useful when we consider your application please list them

If you have a referee(s), please give their name(s) and address(es) and state their relationship below

Relationship:

Relationship:

How soon can you start work?

Please give any further information that you feel may further support your application

Sales ADMIN

SalesAdmin/2022-V5

Declaration

To the best of my knowledge the information given on this form is correct.

Signed | Date

Please complete all details and email to: **Samantha@HewesGroup.com**
and complete the subject with "Employment Application"