**Administration/Accounts Assistant**

**Job Type: Part Time 16 hours per week**

Mon-Thurs: 10am-2pm

Location: Shirley, Solihull

**Wage: £9.00 per hour**

We’re experts in external pressure washing, specialising in residential driveway & patio cleaning across Solihull, Birmingham, Warwickshire & Worcestershire.

Bringing the wow factor back to residential driveways......it's what we do here at cleanthedrive.com!

As a small family run business, we’re growing fast, and due to our continued growth plans for 2017, a fantastic new opportunity has become available for a freelance Administration Assistant.

Being an Administrative/Accounts Assistant at ‘Cleanthedrive.com Towers’ is all about making sure that the day-to-day office tasks are done smoothly. It’s about working as part of a small team, keeping things in order and being able to provide professional and efficient support to your colleagues.

This varied role will include, but not exclusively:

-Answering the phone & dealing with incoming enquiries

-Provide new quotations to customers by phone & email

-Input and update data on our CRM system

-Follow up with previous quotations sent to close new business (some previous sales experience would be advantageous)

-Be involved in creating new advertisements, other promotional material and press releases

-Gaining recommendations and testimonials from past customers to update social media sites

-Raise and send new invoices out to customers. Collection of payments in a timely manner.

-Booking new jobs/liaising with our cleaning operatives in the field

-Helping to recruit new cleaning operatives as we expand our coverage areas, and support our existing team

-Have a broader input to the team, an eagerness to get involved and help take the business to the next level

-Other duties as required by the Managing Director

You’ll be highly organised, energetic & have an exceptional business acumen and a sharp eye for detail; an ability to work to targets and deadlines is crucial for this fast paced role. You’ll be working alongside a small group of ambitious individuals, so if you have the drive and ambition, then you need to get in touch.

Due to volume of applications only those chosen for interview will be contacted. Good luck! No recruitment agencies. Thank you.