

# Vacancy



## **Contract Administrator**

**Based in: Edinburgh**

**Salary: - dependent on skills and competencies**

At the forefront of green service provision across the UK since 1989, Glendale offers innovative solutions for the total management and maintenance of the green environment. Delivering exceptional quality and striving for complete customer satisfaction. Our clients include local authorities, private estates, utility companies, corporate clients, businesses, conservation charities, housing associations and the communities they serve.

Glendale an award winning organisation is seeking an Administrator to join the team to assist in the running of our contracts. Duties and responsibilities will include; answering the telephone, filing, photocopying, producing reports, purchasing, general office duties and supporting the management team.

Applicants should have a good knowledge of both Microsoft Word and Excel, also knowledge of google + would be an advantage, excellent communication skills verbal and written, have the ability to prioritise and work well under pressure. A good telephone manner is essential as a major part of this role will include communicating with customers, company officials, suppliers and the general public. The ability to work unsupervised is essential.

**Please apply with a letter of application and CV to: Unit 3 West Craigs Industrial Estate, Turnhouse Road, Edinburgh, EH12 0BD; or alternatively, email: [angela.thompson@glendale-services.co.uk](mailto:angela.thompson@glendale-services.co.uk)**

**Closing Date: 09 March 2018**

*If you are interested in applying for this role, we suggest that you do so at the earliest opportunity to avoid disappointment. Please note that if you have not received correspondence within 7 days then please assume your application has been unsuccessful on this occasion.*

For further information on Glendale, please visit [www.glendale-services.co.uk](http://www.glendale-services.co.uk)

*Glendale is an equal opportunities employer*

Glendale... a deeper green  
[www.glendale-services.co.uk](http://www.glendale-services.co.uk)