

WEST LOTHIAN CANDIDATE BULLETIN IMMEDIATELY AVAILABLE

**This newsletter shows a selection of candidates seeking local temporary or permanent opportunities.
If you require further information on these individuals please contact
Alayne Clark at Infinity Search on 01506 639703.**

<p>Secretary, Livingston</p> <p>Experience gained in industrial, telecoms infrastructures & PR industries. Responsibilities have included:</p> <ul style="list-style-type: none"> • Personal Assistant to the Regional Project Manager • Responsible for managing administration and the smooth running of office • Service procurement, issues with planning permission and facilities management • Meeting and greeting clients • Day to day running of all site administration • General reception management • Diary planning/organising meetings • Assisting the Project Manager in the day to day running of administration <p>Salary required: c£14,000</p>	<p>Export Administrator, Edinburgh</p> <p>Tri-lingual European</p> <p>Experience gained within Industrial, Utilities & Design sectors. Responsibilities included:</p> <ul style="list-style-type: none"> • Managing sales enquiries, preparing quotations and supervising order processing • Provide customer service, including resolution of customer complaints and handling of all customer correspondence • Intermediary contact between UK office, French district office and French customers. Meeting and greeting of French customers • Co-ordination of projects in collaboration with company engineers • Managing customer orders from export markets • Handling of technical and logistical enquiries <p>Salary required: c£15,000</p>
<p>Marketing Assistant, Edinburgh</p> <p>Educated to Masters Degree calibre. Enthusiastic and professional, seeking an opportunity in a challenging and changing environment. Sound business acumen, leadership skills and ability to work efficiently as a team player. Fluency in French and Spanish to a native standard. Responsibilities included:</p> <ul style="list-style-type: none"> • Analysis of business needs and requirements • Presentation of marketing procedure and company policy • Group training of district office staff in marketing and pricing policies, company procedures and customer service • Ensuring adherence to company policy and achievement of objectives • Protecting profitability, monitoring of sales margins, pricing errors and contact terms • Handling queries for export markets • Administrative support to Marketing Manager • Perform marketing surveys <p>Salary required: c£15,000</p>	<p>Technical Support/Helpdesk, Blackburn</p> <p>Experience gained in practical bench on site & support environments. Responsibilities included:</p> <ul style="list-style-type: none"> • Supporting Hardware and Software systems. • Supporting Dos, win3.11, win95, win98, Winme, win2k and XP • Troubleshooting hardware faults, configuration of errors, diagnosing hardware failures • Reporting faults and booking engineers to replace faulty hardware • Replacing Customer replaceable parts keyboards etc • Recently appointed Level 2 support • Strong analytical skills <p>Salary required: c£14,000</p>

<p>Personal Assistant, Livingston</p> <p>Experience gained within Manufacturing and Financial Services sectors. Responsibilities included:</p> <ul style="list-style-type: none"> • Board diary management • Preparing and issuing reports • Arranging travel and accommodation in UK and overseas • Confidential secretarial support to Senior Directors and Managers • Responsible for training and development of Administration Staff • Planning and organising corporate events including selecting venue, organising entertainment etc • Confidential HR Administration and support to senior management • Setting up administration processes and procedures • Available for temporary or permanent work <p>Salary required: c£16,000</p>	<p>Receptionist/Administrator, Armadale</p> <p>Experience gained within Utilities & Logistics sectors. Responsibilities included:</p> <ul style="list-style-type: none"> • Arranging meetings, transport and accommodation • Typing all correspondence • Pricing tariffs • Answering main switchboard • Dealing with Customer complaints and enquiries • Typing all Company correspondence • Pricing deliveries • Processing invoices • Experience of Sage and Accountancy Software, Microsoft Windows and Microsoft Word <p>Salary required: c£11,500</p>
<p>Customer Service Advisor, Stoneyburn</p> <p>Experience gained in media, finance & automotive environments. Responsibilities included:</p> <ul style="list-style-type: none"> • Working within busy customer service and financial services with high level of outbound calls • Verification and fraud checking • Dealing with high volumes of inbound customer enquiries and complaints • Billing and account enquiries, subscriptions, direct debts • Liase with engineers, confirming appointments, problem resolution • Reception, Service Reception and main switchboard • Liaising with customers • General administration duties, invoicing etc • High level of customer liaison/correspondence • Invoicing service bills, qualify/break down <p>Salary required: c£11,000</p>	<p>Warehouse Admin & Materials Co-ordinator, Mid Calder</p> <p>Experienced gained within biotech, electronic manufacturer & logistics environments. Responsibilities included:</p> <ul style="list-style-type: none"> • Weekly payroll for approximately 50 staff • Purchase orders • Incoming/outgoing mail • Customer credits and collections • Petty cash • Proof of deliveries • Daily stock checks and cycle counts • Data entry • Manage Goods-in • Liaise with freight companies • Part of Internal Audit team for the UK • LRQA (Lloyds Registered Quality Auditor) <p>Salary required: c£14,000</p>

If you would like more information on any of these candidates or require our assistance in recruiting senior level staff please contact Alayne Clark at Infinity Search on 01506 639703 or email alayneclark@infinitysearch.net.

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