

Administration Manager

Company & Role

Royston is a dynamic and expanding diesel engine supply, service and repair company that has operated successfully within the global marine and offshore market for more than 40 years. With bases in the UK, Nigeria and Australia, the company has gained an excellent reputation in the marine industry.

We are looking for an experienced manager to oversee the businesses administration function and to carry out the role as outlined below:

- Reports to: Operations Manager
- Location: Newcastle Upon Tyne, UK office

Role purpose and Key responsibilities

- Manage and develop the Administration team
- Ensure service reports, quotations and invoices across all departments are issued within timescales
- Produce and submit tender responses
- Support Industrial Department with all administration duties
- Account management of key customers
- Production of management information and KPIs

Essential criteria

- Management experience
- Proven administration experience
- Excellent written and communication skills
- Excellent word processing and excel skills
- Work as an effective team member
- Ability to work under pressure and prioritise workload to meet deadlines
- Ability to work consistently in an enthusiastic and professional manner

Desirable criteria

- Knowledge and experience of the tender process

Salary Package

- Competitive salary
- 25 days holiday
- Company pension

If you have the necessary skills and experience, please send your CV and covering letter to [Lesley-ann.hardman@royston.co.uk](mailto:ann.hardman@royston.co.uk)

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