



Job Specification

TECHNICAL ADMINISTRATOR

Position type: Full time
Location Ipswich, Suffolk

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Introduction, about us:

Bauder is a leading international manufacturer of building construction materials. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centered upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do. We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

'you work with friends not colleagues' (Area Technical Sales Manager)
'the Company really looks after you as a person' (Technical Administrator)
'there is a strong commitment to employees and sense of trust and fairness' (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of only 78 Platinum accredited organisations in the UK.



INVESTORS IN PEOPLE™
We invest in people Platinum

Objective:

Working within the Technical department, the role will provide support to Area Technical Sales Managers, processing technical specifications, inspection reports, guarantees and handling internal/external telephone enquiries.

Fundamental to the role is a keen eye for detail, accurate typing skills and advanced knowledge of Word and Excel combined with the ability to communicate well at all levels and work within a team.

Outline of Responsibilities/duties:

- Provide Administrative support within the department as the business demands
- Working as part of a busy integral team
- Liaison with Clients and Area Technical Sales Managers
- Internal / external telephone enquiries
- Raising specifications, inspection reports & guarantees, tracking and progressing accordingly
- Assisting other team members when required
- To be flexible to work additional hours when required
- Maintain high standards of service
- Ensure accuracy at all times
- Prioritise workload to meet the demands of the business
- To assist within other areas of the department/business as needs arise
- Ad-hoc duties
- Use of purpose built database, word and excel

Key skills/qualifications/criteria:

- A good level of spelling and grammar
- Excellent organisational abilities
- High degree of accuracy
- Approachable and diplomatic
- Excellent communicator
- Professional, friendly and resourceful approach
- Team orientated
- Advanced level of Computer literacy
- Motivated, professional and driven

This job specification is non-exhaustive and subject to change as the Company deems necessary

Bauder is an Equal Opportunities employer