

PARKING SUPPORT ADMINISTRATOR - PRESTON

Legion Group plc wishes to appoint a Parking Support Administrator. This is a new post that will be based in our Support Centre in Nateby, near Preston and one which will be key to the success of the parking operations team.

The post holder will report to the National Account Manager Parking Services and will be responsible for HR administration (screening, staff contracts and records, uniform ordering) and providing day to day administrative support to parking operational management including : equipment ordering, maintenance and allocation, vehicles, staff rostering, operational documentation and records, in compliance with documented procedures and quality standards.

This interesting and challenging opportunity offers personal responsibility, an insight into all the areas of the business and will involve liaising with colleagues at all levels throughout the organisation. The successful candidate will therefore :

- need to be flexible
- be aware of the need to follow procedures
- be well organised
- have a strong customer service approach
- be self motivated
- exercise attention to detail
- have a broad range of administrative skills.

If you wish to apply for this position you should be able to demonstrate that you have a good level of computer skill, literacy and numeracy as the job involves document preparation and some financial responsibility. An awareness of relevant Health & Safety matters would also be beneficial.

To apply for this position or for an informal discussion of this opportunity, send your CV and reasons why you feel you meet the criteria we are looking for to: Mr S Greenaway, Operations Director, Legion Group Plc, 6-10 Brock House, Nateby Technology Park, Cartmell Lane, Nateby, Preston PR3 0LU
or e-mail: stephen.greenaway@legiongroup.co.uk

Closing date for applications: **Friday 17th October 2008**

We are an equal opportunities employer