

Introducing DPS Group

DPS Group provide fully integrated design, procurement, manufacture, commission and support services for Industrial and Process Control solutions.

DPS Group are dedicated to providing the highest standards of safety, quality, environmental compliance, and customer service while achieving innovative solutions.

Our mission statement is that DPS be, “trusted to deliver one integrated solution”.

We’re formed of three key businesses, which form divisions within DPS Group: systems, services and sales. Our integrated approach to client projects means there is significant cross over between different contracts.

Role

Administration Assistant

What you need to know

We are currently seeking an **experienced** full time **Administration Assistant** to join our Systems team, based at our Glenrothes headquarters.

Our team is friendly, and our people flexible. You’ll work in a modern office environment with colleagues across every part and level of our business.

We’re also very community and charity focused, with everyone encouraged to play their part, a vital part of our culture as an owner-managed local business.

This role will include support across finance, customer support, HR, as well as other general administrative tasks, as set out by the Finance & Administration Manager and other senior staff.

You’ll be a real team player, because in a tight-knit group with demanding deadlines that’s essential. Within that, you’ll be able to prioritise tasks, processing them quickly, efficiently, and with exemplary attention to detail.

When it comes to software you will be a highly experienced Microsoft Office user – including Excel, Word, and PowerPoint. Ideally you’ll be familiar with Sage Accounts and Sharepoint, but if not – and you possess the right characteristics – we will provide training.

At all levels of the business we look for leaders, colleagues who can demonstrate ownership of projects, good decision making, and excellent verbal and written communication skills.

Our team are very committed to creating a culture of innovation. As a business we’re all responsible to develop new ideas, and play our part in the growth of DPS Group.

That also means we’re looking for colleagues who can be flexible. Broadly, our office environment is a traditional “9am-5pm” but we strongly value colleagues who can go the extra mile, when it is occasionally required. We’re equally flexible the other way and do our best to support colleagues during life’s challenges. The open, committed approach from all makes DPS Group a great place to work.



We offer a competitive salary and benefits package, and a commitment to support the growth and development of all colleagues. This includes the opportunity to upskill through training opportunities.

Department/Section

DP Systems

Role purpose

To provide Administrative assistance for DPS Group and particularly DP Systems covering a wide range of general office Administration duties working with our Administration team and supporting our engineers with their administration requirements.

Salary

£16,000 to £21,000 – depending on experience

Key duties and responsibilities

- Purchase order processing
- Returns Processing
- Sales/purchase invoice sage entry
- Business systems data entry
- Supplier / customer information management
- Support calls and support contract administration management
- Employee managements (files, holidays, training etc)
- Employee expenses management
- Employee timesheet management
- Job/project costing
- Company HSEQ management systems administration
- Supporting Engineers Administration requirements
 - Delivery and parts tracking
 - Creating technical documentation packages
 - Customer / supplier contact
- PPE/workwear management
- General administration tasks, filing, posting, etc...

Skills/Attributes

Essential	Preferred
<ul style="list-style-type: none"> • MS Office Excel, Word, PowerPoint, experienced user level • Customer experience – providing excellent telephone support and managing client enquiries • Team player 	<ul style="list-style-type: none"> • Sage account management software experience • SharePoint experience



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<ul style="list-style-type: none">• Efficient independent time management, prioritising workload, and meeting deadlines• A leader, someone who takes ownership of & responsibility for their work• Outstanding communication skills – both written and verbal to colleagues across all levels of the business• Ambitious to grow, professionally, and develop new skills	
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Applying for this role

Please send your CV and a covering email to jobs@dp-sgroup.co.uk.

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