



The Market Leader in Special
Purpose Door Systems

SERVICE ADMINISTRATOR

Location: Carlisle, CA6 4SD
Full time, Monday-Friday

We are seeking a proactive and highly organised Administrator to join our Service Department. This role is key in helping to ensure smooth operations within the team and between our remote service engineers and clients. You'll be the central point of contact for the team, managing systems, and supporting both technical and customer-facing tasks.

RESPONSIBILITIES:

- Manage incoming calls and respond to client enquiries with professionalism and courtesy.
- Manage and maintain the CRM system, ensuring accurate and up-to-date records.
- Assist with the preparation of and distribute service reports and documentation.
- Chase purchase orders (POs) and follow up on outstanding items.
- Coordinate quotes with the technical team for further work and issue them to customers.
- Support general administrative tasks within the service department.

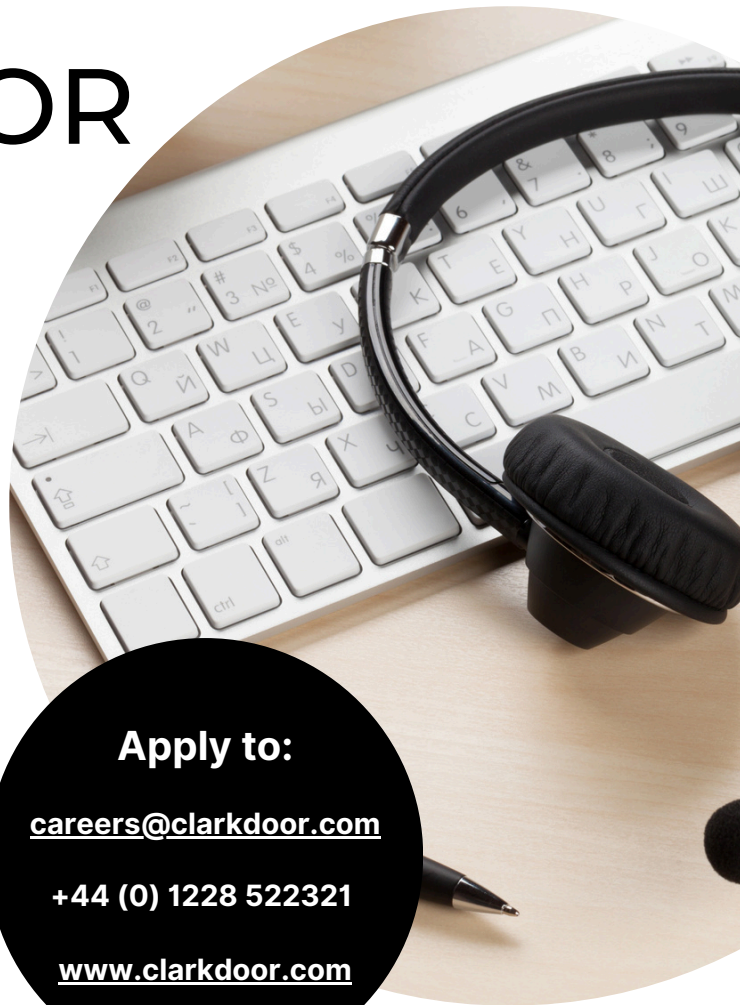
WHY JOIN US?

- Be part of a supportive and dynamic team.
- Opportunity to work in a fast-paced, customer-focused environment.
- Career development and training opportunities.

WHAT WE OFFER

At Clark Door we believe in rewarding our team and supporting your growth. Here's what you can look forward to:

- 33 days holiday plus your birthday off
- Additional holiday purchase scheme
- Wellbeing & shopping discount platform
- Company pension
- Life Assurance
- Cycle to work scheme
- Free parking



Apply to:

careers@clarkdoor.com

+44 (0) 1228 522321

www.clarkdoor.com

REQUIREMENTS

- Experience in service or administrative roles, preferably in technical environments.
- Strong written and verbal communication skills.
- Excellent organisational skills and attention to detail.
- Ability to work independently and manage multiple tasks.
- Proficiency in CRM systems and Microsoft Office Suite (training available).
- Minimum GCSE (or equivalent) in Maths and English at Grade 4/C.
- Flexible working hours, including potential out-of-hours emergency cover (additional payment).
- Right to work in the UK.

