



## Document Clerk

### The role

We are looking for a Document Clerk to work as part of our Documentation team.

In this role you will provide documentation and administrative support services to the Project and Management teams ensuring that all correspondence to and from Optilan, customers and suppliers is issued and controlled in accordance with business procedures.

Experience in a similar role would be preferred but we'll provide you with all the training you need. What is essential is that you are an excellent multi-tasker, hardworking and enjoy being in a fast-paced environment. You'll need great organisational skills, be someone who pays great attention to detail and understands the importance of confidentiality.

With a positive can-do attitude and the ability to work well under pressure you'll be confident in yourself and not afraid to ask questions. You'll look for opportunities to challenge the norm and constantly be looking for new ways to improve and enhance current working practices.

You'll be confident in handling calls received through the switchboard and have a friendly and welcoming telephone manner. You'll have excellent interpersonal skills with the ability to communicate at all levels and be proficient in Microsoft Office.

So, if you're a team player, with a high degree of professionalism, motivated, flexible, possess strong administration skills, and a real passion for delivering excellent service, this could be your ideal role and you could be just the person we are looking for to join our team.

To apply for this role please send your CV and a covering letter telling us why you'd like to come and work with the team here at Optilan and what you can bring to this role.

Please make sure you include details of your current salary and notice period and send it to our HR team at [recruitment@optilan.com](mailto:recruitment@optilan.com).