

INDUSTRIAL PERMANENT (continued)

- **LGV Technician** Nr Wallingford **£Excellent**
 We are currently looking for an LGV Technician to work with for our busy and committed client near Wallingford. You will be responsible for the maintenance of a mixture of multi axle rigid and articulated vehicles, mounted with specialist container handling and mobile compaction systems. Your working week will be an average of 42.5 hours, on a rotating shift pattern consisting of one week of 05.30 to 14.00 and one week of 13.00 to 21.00. The successful candidate will ideally be trained to C&G 380 part 3, NVQ Level 3 (or equivalent) or have relevant knowledge. WA21678
- **Team Leader** Milton Park **up to £18,000**
 This is a very busy and varied role and requires a person with good working knowledge of all aspects of a warehouse environment. You will be responsible for a team of 10 operatives and will ensure that KPI's and productivity goals are met daily. You will allocate work, deal with holiday and sickness issues as well as disciplinary investigations therefore previous knowledge of this would be an advantage but not essential. You are required to lead by example and be a positive contributor to the team spirit and effort of the warehouse operation. You will have strong communications skills and the ability to work with people and develop good working relationships. You will promote a high standard of health & safety at work to ensure that staff are aware and adhere to company standards and procedures. You will need good motivational skills and a can-do attitude to ensure that both internal and external customers are top priority. WA23820
- **Building & Office assistant** Harwell **£15,000**
 Our local, well established client is looking for a building and office assistant to carry out general duties across a number of building s on site and to under any minor building maintenance. Minor building maintenance would include unblocking toilets and possibly drains, spot cleaning, ad-hoc repairs and painting and isolating services in case of leaks etc. You would also be required to carry out office and equipment moves when require and assist with the setting up and support of company events. This will also include daily re-configuring of meeting and conference rooms. You will be responsible for all postal distribution and collection, also restocking the stationery and wash room supplies etc. This role will also involve some customer facing work with assisting visitors to the site as necessary. WA24569
- **Production Line Leader** Wallingford **£Negotiable**
 You will be responsible for the organisation and running of production lines, supervising the production operatives and ensuring they know the production requirements. You will have to ensure that lines are running to the best efficiency for meeting production targets this will include moving operatives to different parts of the lines ensuring that fatigue is reduced to a minimum for all operatives. You will be required to train all new production operatives on each part of the line and have the ability to solve any minor problems which occur on the line. You will also ensure all break times are adhered to by the production operatives. WA24333
- **Maintenance Engineer** Wallingford **Minimum £25,000**
 Do you have a Positive, Flexible, CAN DO attitude towards work? If so our client is seeking a Maintenance Engineer to work within their fast moving consumer goods production environment. You will be responsible for providing support to the production machinery to maximise the overall effectiveness of the equipment and to minimise production downtime and waste. You must have sound mechanical understanding of packaging machinery and knowledge of shrink wrapping and heat sealing equipment would be advantageous but not essential. You will work closely with the production department, so strong written and spoken communication skills are essential, but also the ability to work from your own initiative is a must. WA22346
- **Mini Bus Driver** Wallingford **£7.00 p/h**
 We require a conscientious, reliable, presentable individual to drive a mini-bus within the Oxfordshire region. You will be responsible for the safe delivery of temporary workers to and from work. You will have a full clean British driving licence and good knowledge of Oxfordshire (especially southern) area. Hours of work include early mornings and evenings. Candidates wishing to apply must be flexible as extra hours may be required. We may consider a job share for this vacancy as well as casual/bank drivers who can only work 2-3 hours per day covering for sickness/holidays. WA10421

INDUSTRIAL TEMPORARY

- **Refuse Loaders** Wallingford **£6.00 per hour with £9.00 per hour overtime**
 You will need to be physically fit, able to work within a team and be happy with early starts (start time is 6.30am each morning.) This work is on a job and finish basis, therefore finish times will vary on completion of the daily workload. Immediate starts are available and we are currently seeking several permanent loaders. Transport available if required!! WA22380
- **General Assistant** Abingdon **£6.00 Per Hour**
 Our client is looking for reliable, self-motivated and hard working candidates to join there highly successful disaster recovery business. Duties are light in nature and will include document cleaning and restoration. Working hours are 8am to 4.30pm. However, our Client is flexible and would consider reduced hours. This is on-going work. WA17579
- **Drivers Mate** Near Wallingford **£6.00 Per Hour**
 You will be assisting a driver with the collection of industrial and commercial waste. Early starts will be common place as will be the opportunity for overtime. This position will be on-going with the possibility of becoming permanent. Immediate starts are available. Our client would also be interested in seeing candidates looking for temporary work. WA18940
- **Warehouse Operatives** Wallingford **£Depending on Shift**
 You will be required to carry out a range of duties including house-keeping, picking/packing, unloading lorries, goods in and out etc. Previous warehouse knowledge would be advantageous but not essential. Our client operates 3 shift patterns; 6am-2pm, 2pm-10pm and 10pm-6am and they are currently looking for candidates on all shifts. This position may lead to permanent work. WA23145
- **Forklift Truck Drivers x 2** Didcot / Milton Park **£Excellent**
 Immediate starts available. You must have relevant licences for the operation of FLT's, ideally Reach, Counter Balance or both. Our Client is looking for candidates interested in permanent work with overtime available after 40 hours per week. Hours of work are Monday to Friday 8am – 4pm. WA14475
- **Pickers** Milton Park **£5.52+ Per Hour**
 We are seeking several Pickers to start ASAP for our client on Milton Park. You will be required to pick and pack orders in preparation for them to be despatched. Due to the nature of this position a keen eye for detail is required as is punctuality and reliability. We are especially looking for candidates who are interested in a permanent position. The working week will be 8am-4pm Monday to Thursday & 8am -3pm on Friday. Optional overtime is available in peak periods. Candidates can enjoy a salary increase when permanent. WA12579
- **Class 2 Drivers** Wallingford / Didcot **£8.50 Per Hour**
 Our Client is looking for refuse collection drivers in the Wallingford and Didcot areas. Early starts will be common place as will be the opportunity for overtime. This position will be on-going with the possibility of becoming permanent. Immediate starts are available. Our client would also be interested in seeing candidates looking for temporary work. WA15685
- **Class 1 Drivers** Milton Park **£9.30 Per Hour**
 You will be part of a team designated to delivering car parts for a major vehicle manufacturer within the South of England. You will need a digital tachograph and be available for on-going work. Our client is looking for candidates interested in achieving permanent work. You will be paid a minimum of 10 hours each day with overtime after 50 hours a week. WA17321
- **Warehouse Operative / Drivers Mate** Milton Park **£6.00 Per Hour**
 We are currently looking for 3 to 4 driver's mates / warehouse operatives for our Client in Steventon. Your day will be varied and you may me delivering and building furniture or constructing furniture at our Clients base. Other warehouse duties will be involved including picking orders and unloading lorries. WA13495



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TEMPS URGENTLY REQUIRED

- Pickers
- Refuse Loaders
- Class I & II Drivers
- FLT Drivers
- Research Assistant
- Administrators
- Telesales Agent



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ACCOUNTS

● **Part Time Accounts Manager** Henley **up to £27,000 pro rata**
An opportunity has become available to work for a prestigious company based right in the heart of the beautiful town of Henley. Our client is currently seeking an accounts professional who is familiar with Solicitors rules to fill some extremely large boots. This is a varied role and you will need to be familiar with accounts within a legal practice. Flexibility is paramount to this role, you will ideally be working 3 full days per week, but this is negotiable. This is a fantastic opportunity for the right candidate. *WA24361*

● **Credit Controller** Abingdon **£Negotiable**
An effective and professional Credit Controller is required to work on a variety of Sales Ledgers, maintain accurate data and ensuring correct allocation of cheques and BACS payments. Knowledge of the principles of credit control are essential and ideally knowledge of the legal aspects. *WA23183*

● **Finance Officer** Oxford **Up to £24,000**
The Finance Officer reports to the Finance & Administration Manager. This role includes certain aspects of the account function for the company. Main duties to include: Responsible for the preparation and maintenance of the nominal ledger, sales ledger, fixed assets, cash book, petty cash, purchase order log entry, foreign currency, and manual, cheques and BACS payment. Preparation of purchase orders and monitoring the order database. Month end financial analysis and any other duties required by the Finance Manager. *WA24842*

SALES & MARKETING

● **Internal Sales** Wallingford **£15,000 to £18,000 + Commission**
A forward thinking vibrant company have an exciting opportunity for an Internal Sales professional to join their busy team. You will be responsible for all client liaisons within your territory, and for growing sales in accordance with product targets. You will have direct sales responsibility for clients as agreed with the Sales Development Manager to ensure clients across the portfolio are contacted and managed appropriately. *WA24405*

● **Account Manager** Reading **Up to £24,000 + commission**
An exciting opportunity has arisen to join a growing company within the IT industry. Your key responsibility is to proactively manage and maintain the company's relationship with its client. You will be accountable for the effective delivery of services to the clients, meeting and exceeding client expectations. You will maximise revenue and margin within the client base by identifying and generating business opportunities and offering effective business solutions. Main duties: To be accountable for all aspects of the project management and effective delivery of the company's Total Skills Management Process. *WA24885*

● **Sales Executive** Abingdon **£22,000-£25,000**
Due to the continued expansion, our client is seeking a professional to promote, develop and grow sales into the UK construction industry. You will need to be truly passionate about environmental issues and alternative, sustainable building materials. You will have excellent communication and presentation skills, the ability to multi task and prioritise. You will be required to attend exhibitions and trade fairs, so the ability and confidence to converse with tradesmen and other industry professionals is a must. *WA23147*

● **Internal Sales Advisor** Abingdon **Up to £19,500**
Our client is seeking candidates with excellent telephone and strong communication skills to join a dynamic team. The role will involve generating and following up sales leads through telephone calls to close new and renewal subscription sales. You will need to be well organised and be able to prioritise activities. Attention to detail and the ability to work to deadlines are essential. Excellent benefits. *WA23124*

● **Internal Sales Executive** Reading **£17,000 + OTE £35,000**
Part of the British Computer Society, this exciting young company is urgently seeking hard working team players with great communication skills to work in Central Reading and help grow the business. If you are a creative thinker, a good communicator and someone who will work hard to create, develop and manage business relationships over the phone. What is essential is that you are persuasive, dedicated and hardworking and that the idea of a sales career and its financial rewards excites you. The team is great and the business exciting so if you are bored doing what you do now and want to do something different. *WA24847*

COMMERCIAL PERMANENT

● **Customer Service Advisor** Abingdon **£Negotiable**
Responsible for providing customer service support over the telephone. You will be dealing with a high volume of queries regarding domestic appliances as well as providing professional advice to the customers. You will need to be confident and professional with excellent communication and problem solving skills. A customer service based background is essential. *WA24544*

● **Buyer** Abingdon **£Attractive**
Based on Milton Park, duties include processing requisitions, co-ordinating supplier and vendor contacts, completing the entire purchasing cycle by working closely with the receiving and Accounts Payable departments to resolve delivery and invoicing issues and any other ad-hoc duties as directed by the Senior Buyer. You will need strong communication skills along with Understanding of the importance of process and documentation and able to demonstrate control and compliance with these directives. Proven ability to utilise various computer systems is essential and knowledge of on-line ordering and Oracle would be preferable but not essential. *WA24923*

● **Service Desk Co-ordinator** Berinsfield **£17,000 - £19,000**
The successful candidate will be responsible for all aspects of running the service desk including logging, dispatching and closing of all service calls. Candidates will need a background of working in a call centre or service desk environment. Strong customer service skills are essential as well as the ability to work as part of a team and the ability to work to deadlines. This role would suit a candidate who is looking for a busy role within a small team. *WA24899*

● **Service Centre Operative** Milton Park **Up to £18,000**
Looking for skilled and professional customer service advisors to work as part of the customer helpdesk team. You will be responsible for dealing with queries and complaints from customers via telephone, fax and email as well as generating reports for customers and any other ad-hoc administration duties as required. Ideally have a good understanding of the mobile phone industry. *WA24279*

● **Operations Administrator** Abingdon **£Attractive**
An exciting opportunity has arisen for this well-known company. They are looking for a skilled and professional Administrator to assist the Operations Manager with various tasks. Duties include managing the internal forecast and stock control system, processing and checking incoming shipments as well as and any other ad-hoc administration duties. The successful candidate will need to be enthusiastic and confident with the ability to communicate effectively with people at all levels. Applicants will need to come from an administration background and will be used to juggling tasks as well as having the ability to work under pressure and to tight deadlines. You will need to be pro-active and be able to learn new tasks quickly. *WA24783*

● **Receptionist** Near Didcot **£13,000 - £15,500**
Our client is currently seeking an enthusiastic and professional candidate to join their new and small company. Duties include meeting and greeting visitors, acting as gate keeper for all cold callers, dealing with couriers and taxis on the request of clients, updating and maintaining the internal database as well as some ad-hoc administration duties. The successful candidate will need to be professional and hands-on. You will need to have excellent communication and problem solving skills as well as the ability to multi-task. Applicants will need to be pro-active with strong interpersonal skills. Progression is available within the company for the right person. *WA23795*

COMMERCIAL TEMPORARY

● **Temporary Admin/Accounts** Milton Park **Up to £24k pro rata**
Our client a scientific based organisation is seeking an Administrator for a period of approximately 10 months commencing May 2008. The role is varied and will include keeping the books for the company in a timely and accurate fashion. Keeping accounting database up to date and ensuring appropriate cash availability. Keeping records in an organised manner to facilitate audit. Supervising and placing of orders, receiving goods, processing invoices for payment. Keeping a list of approved suppliers. Developing and maintaining a network of suppliers. Meeting suppliers and negotiating prices. Organise and co-ordinate meetings and travel arrangements for the senior management team. Act as PA to Executive Directors. *WA24814*

● **Temporary Administrator** Pangbourne **£8.50 per hour**
Covering maternity until July, this is a varied position involving assisting the Director of Marketing and assisting with general administration. You will manage the marketing database, produce reports and take minutes of meetings together with filing and data entry. You will need to be computer literate and self motivated with good people skills. *WA23984*

● **Temporary Administrator** Culham **Up to £20k + bonus**
Due to company growth our client, an IT based company are urgently seeking a Sales Office Administrator for 3 months initially but possible Temp to Perm. As a Sales Administrator, your main role will be to provide the sales teams with daily support for all administrative tasks. Order processing, invoicing and support of the sales teams will be the key functions. The position requires self-management and a structured, consistent approach to work. Willingness to challenge existing practices and suggest improvements to increase the efficiency of the department is needed as well as a good level of numeracy. There are plenty of opportunities for progression into a more senior role, but this desire is not a requirement. *WA24809*

● **Temporary Research Assistant** Wallingford **£7.25 per hour**
Long term position possibly becoming permanent. Working for a market research company you will be inputting and producing complex charts using PowerPoint. Checking data on tables matches the chartered data and inputting onto Excel. You will also be obtaining quotes from external printers, organising couriers, editing and coding of completed questionnaires. *WA24951*

● **Temporary Telesales** Wallingford **£7.50 per hour**
A confident and outgoing personality is required for this ongoing temporary position within a publishing organisation. The role involves contacting potential customers and talking to them about advertising in the publication. Rural environment and will therefore require own transport. *WA24573*

● **Temporary Internal Sales** Abingdon **£9.50 per hour**
This is a front line sales position, playing a key role in the selling of subscription products to existing customers and key prospects. Main tasks involve making outbound sales calls to potential customers, to ensure product sales targets are met. Securing new sales in identified sectors, focusing on several strategic campaigns per year, taking prospects from initial interest through to contract and account set up. Working closely with Sales and Marketing to identify and target key potential customers in line with the strategic plan. Using market research data to identify new prospects and secure leads with appropriate decision makers within target sectors. You will need the confidence to cold call identified prospects, have excellent communication skills, both verbal and written and have the ability to use your own initiative to ensure success. *WA24659*

● **Temporary Intranet Support** Wallingford **£7.00 per hour**
The role involves managing the content for the new Intranet, which is currently under development. The main task is to support the communications team in moving computer-based information (text and other types of content) from the current Intranet or elsewhere and adding it into the new Intranet in the appropriate place and with the right tags, under guidance from the internal communications team. This is a temporary role based in Wallingford, either full-time or part-time, for an initial period of 3 months, with the possibility of extension to 6 months. *WA10421*

INDUSTRIAL PERMANENT

● **Warehouse Operative / Supervisor** Steventon **£6.50 per hour**
Our client is looking for a general warehouse operative to carry out light warehouse duties mainly involved within their picking and packing areas. They require someone who is conscientious and highly motivated who is able to oversee up to 4 other operatives to ensure the job is done correctly in a time efficient manner. No heavy lifting is required and the hours are from 8am until 4.30pm with the possibility of overtime available. This is a temporary to permanent position and candidates should apply with this in mind. *WA18902*

● **Quality Co-ordinator** Wallingford **£18,000**
The position will eventually lead to managing parts of the quality management system. You will be responsible for all goods inwards inspection including identification and labelling of supplies, processing of non-conforming items and keeping supplier records up-to-date etc. Knowledge of ISO9001 would be advantageous but not essential and the ability to use Microsoft Word and Excel. *WA22347*

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