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Office Administrator – Ardrossan – 40 Hours

Hiring organization
Home Hardware Scotland Ltd

Job Location
26A Dalry Road, KA22 7GQ, Ardrossan, North Ayrshire, Scotland

Employment Type
Full-time

Working Hours & Benefits
• Full-time position, 37-40 hours per week.
• Monday to Friday working week.
• Early finish at 2pm every Friday.
• Staff discount on company products.
• Friendly, supportive office environment.
• Varied workload with opportunities to develop new skills.

Date posted
November 23, 2026

APPLY NOW

About the Role

We are looking for an organised, reliable and computer-literate individual to join our team as an Office Administrator.

This is a varied, office-based role involving day-to-day administrative tasks, processing orders, managing paperwork and communicating with our suppliers and member shops.

The ideal candidate will be confident using computers and common office software, have good communication skills and be comfortable working independently as well as part of a team.

Key Responsibilities

- Processing and managing purchase and sales orders.
- Answering incoming telephone calls and making outgoing calls to suppliers, shops and other business contacts.
- Handling emails and responding to general enquiries.
- Processing, checking and maintaining paperwork and business records.
- Entering and updating information accurately on computer systems.
- Using Microsoft Excel, Word, Outlook, Teams and other business software for daily tasks.
- Liaising with suppliers and shops to resolve queries and follow up on orders.
- Providing general administrative support to the wider office team.

Skills & Experience

Essential:

- Good computer skills and confidence using Microsoft Office, particularly Excel, Word, Teams and Outlook (or equivalent software).
- Ability to navigate computer programs and carry out everyday tasks independently.
- Good written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Ability to manage workloads, prioritise tasks and meet deadlines.
- A reliable, proactive approach to work.
- Comfortable speaking with suppliers, customers and colleagues over the telephone and by email.

Desirable but not essential:

- Previous experience in an office or administrative role.
- Experience processing purchase orders, sales orders or invoices.
- Familiarity with purchasing, stock management or business administration software.
- Experience using Business Central would be beneficial, but not essential.

Training will be provided on our internal systems and procedures. However,

applicants must already be confident using computers and everyday office applications.