



Logistex provide automated materials handling and software (WMS) solutions for warehousing operations and we are currently seeking a

Admin Assistant, Northampton/Kettering

Location: Northampton/Kettering

Position Type: Permanent

Are you an organised, proactive individual who thrives on supporting others?

Do you enjoy variety in your day and the satisfaction of keeping a busy team running smoothly?

Can you confidently manage multiple priorities with attention to detail and a calm, can-do attitude?

We are looking for an **Administrative Assistant** to join our Customer site based initially at our Northampton site, you'll later transition to our Kettering office – so being able to drive is a must.

What is your focus?

You will be the administrative backbone of our projects team, working closely with Project Managers, Site Managers and Installation Engineers to ensure everything runs like clockwork.

What are the benefits?

- Competitive salary
- Hybrid working options
- Clear progression path and tailored career development opportunities
- Become a member of an Employee-Owned Trust
- Cycle to work scheme
- Option to purchase additional annual leave
- Private medical insurance option

What are your key responsibilities?

- Provide day-to-day admin support to Project Managers and the wider site team
- Coordinate documentation and maintain accurate project records
- Prepare reports, meeting notes and presentations
- Liaise with suppliers, contractors, and internal departments
- Manage emails, diaries, travel arrangements and other team requirements

What are we looking for?

- Proven administration experience (preferably in a project-based or technical setting)
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Excellent communication skills, both written and verbal
- Organised, efficient and able to juggle multiple tasks at once
- Trustworthy and professional with a high level of discretion
- A proactive team player with a positive attitude and a willingness to help
- Strong attention to detail and the ability to spot issues before they arise
- Must have a full UK driving licence and access to a car

Apply today and help us keep things moving behind the scenes.