

Aircheck Services – Accounts Administrator Office Based

JOB TITLE:	Data Processor (Part Time)
DEPARTMENT/SECTION:	Office Team
REPORT TO:	Reports Manager
SALARY:	Dependent upon experience
CONTRACTUALWORKING HOURS:	Hybrid Working (2 days Office Based/ 1-day WFH) Tuesday-Thursday 8.30am- 3.30pm (hours can be negotiated) (1 Friday per month to be swapped for TEAM meeting/ Training Day)
JOB SUMMARY:	
As a Data Processor for Aircheck Services Limited you will be expected to complete a wide range of daily duties to help support the business and to keep running efficiently. This role is a hybrid role, 2 days office based at Swinton Bridge Workshops S64 8AE and 1 day work from home. You will be working daily as part of an extended office team including Directors, Project and Reports Managers, Administrators and Engineers. You will be responsible for the day-to-day duties such as: • Responding to phone calls/ emails to customers enquires • Collation of Pre-visit Customer information and data collection • Maintaining accurate records via BOX portal and internal tracking systems • Stock management • Data entry and organisation • Report compilation • Customer Data organisation A high level of attention to detail and organisational skills. Excellent interpersonal and communication skills are paramount and be able to work as part of a team as well as individually. To be successful in this role you will be required to be self-motivated, professional and proactive in your decision making, as well as be able to multitask effectively to complete your workload efficiently.	

It is essential to be fluent in the use of ICT, Microsoft Office and have previous knowledge of office-based organisation systems such as Microsoft Teams and Zoom.

This role gives the opportunity to join a dynamic and growing business, with possibilities for development.

Company Information

Aircheck Services Limited is a growing business within the Health and Safety Compliance Industry and works with customers across the United Kingdom to provide compliance testing. Our service involves regionalised team members with a passion for high standards and service.

JOB REQUIREMENTS:

- Grade 5 or Above in Maths, English and Science
- A-Level Qualification, or equivalent, in a related discipline (*desirable*)
- Fluent in the use of ICT, Microsoft Office and business computing software.
- Self-motivated, with the ability to perform under pressure and meet deadlines.
- Confident in producing clear, accurate well-written documents.
- Excellent Communication Skills – both Written and Verbal.
- Ability to work independently and collaboratively with members of the wider Team.
- Proactive decision making and the ability to multitask.

If you are interested in the role detailed above, please email a full CV and covering letter application to:

Aircheck Services C/O Matt Dale, Director Subject: Data Processor

Email matt@airchecksolutions.com

Closing Date: Friday 30th October 2026.