

*Chiltern International Fire is one of Europe's leading authorities on fire, providing a range of services to clients in the construction industry. These services include consultancy, research, training and testing to British, European and International standards.*



[www.chilternfire.co.uk](http://www.chilternfire.co.uk)

Our continued success means we now have the following new opportunity:

**Product Certification Administrator  
(Salary £17K)**

Chiltern International Fire is seeking to appoint a Product Certification Administrator to join its growing Product Certification team.

You will be part of a busy team handling the administrative process associated with customers who are joining, or have joined, our door and window certification schemes. The role will involve general office administrative duties including handling enquiries both written and by telephone, maintaining and updating the company database and booking and setting up meeting rooms.

IT literacy combined with strong interpersonal and communication skills will be essential to this role, along with a can do attitude and flexible approach.

To be successful you need to be a team player who can work accurately under pressure efficiently and meet deadlines.

In return we offer:

- Excellent opportunities for progression and career development within the company
- A friendly, open working environment
- Private health care (after qualifying period of employment) and contributory pension
- In-house and external training programmes

Applicants are expected to demonstrate their suitability through their CV and/or covering letter with respect to the requirements outlined above.

If you think that you may be a suitable candidate please or would like more information please contact Jeanette Float, HR Advisor, at [recruitment@chilternfire.co.uk](mailto:recruitment@chilternfire.co.uk).

Alternatively, you can apply by post with a covering letter to: **Jeanette Float, HR Department, Chiltern International Fire, Stocking Lane, Hughenden Valley, High Wycombe HP14 4ND**