



Job Description: Office Administrator

There's not much your job won't cover and no two days will ever be the same.

You'll look after health and safety, control office supplies (stationery, refreshments and supplies etc), general office tidiness and liaise with office equipment suppliers (photocopiers, faxes, alarms etc).

You'll also help screen incoming calls, manage the post and email, greet visitors, book taxis and couriers and travel requirements plus look after the filing, photocopying and binding, updating of contact lists, scheduling meeting rooms and providing refreshments. You might even be expected to take on some project management duties.

You will need to be...

- Super organised
- Friendly and helpful
- Flexible and able to prioritise a changing to do list
- Detail oriented and accurate
- Trustworthy and reliable
- Self-motivated
- Articulate and a good communicator
- Good with English (verbally and written)
- Proficient in using a computer (especially Word, Excel and MS Office)
- Able to work in a team

Salary Range: £14,000 - £16,000

Key Responsibilities

Front of House

- Primary receptionist; answering phones
- Meet and greet guests
- Leave messages for people
- Try and help out if the relevant AM isn't available

Diary management

- Maintaining online version of company diary
- Record AM information about important client dates/deadlines
- Record office information (e.g. client visits)
- Record white room bookings (requests must be booked through the Office admin)
- Log all Holidays in the diary and make sure they don't conflict with any important things

Information & Company communications

- Emailing everyone to let them know details for new people, any phone number updates
- Ensuring all Un.titled and client information is up to date.

Supplies

- Ensure we've got everything we need (paper, toiletries, pens) and it's in the right place
- Find the cheapest suppliers possible
- Ensure that the office is neat & tidy, clean tea towels etc.

Post

- Do the post every day
- Make sure there are enough stamps/special/recorded delivery stickers

Petty Cash

- Make sure there is always enough petty cash
- All receipts must be kept, these need to be documented on both the spreadsheet and duplicate book

Time-tracking

- Review on a daily basis and chase up people who haven't done it
- Collate data into Excel report for subsequent analysis upon request from managers

Beneficial but not essential...

Bookkeeping experience using Sage Line 50

- Bank reconciliations
- Production of monthly debtors reports
- Raising Invoices and liaising with Account Managers to chasing Debtors for payments
- Production of monthly customer statements
- Production of monthly company accounts