

Office Administrator (PT) - Job Specification

Role

To provide the business with general administrative support.

- Based at our premises in Dalston, Cumbria
- Part time, permanent, 20 hours per week plus additional to cover annual leave
- NMW is initially applicable to the position

Essential attributes

- GCSE Maths and English grades A-C (or equivalent)
- Strong verbal and written communication skills
- Computer literacy, particularly with Microsoft Office applications
- Strong attention to detail
- An organised and methodical approach to working
- Team player

Desirable attributes

- Business Administration L3 (or equivalent)

Main Responsibilities

- Direct incoming calls, manage messages and meet and greet visitors.
- Sort and process the daily post.
- Maintain company records and filing systems.
- Maintain and organise office supplies.
- Make business travel arrangements as required.
- Arrange employee training as required.
- Arrange premises and fleet servicing and maintenance as required and maintain records.
- Produce and maintain Company procedures in the standard format.
- Take minutes for meetings when required.
- Assist management and other company departments with administrative support as required.