



Part-Time Office Administrator

Purpose of the role:

Due to continued growth, we are currently seeking an ambitious and driven part-time office administrator to join our dynamic team. The primary purpose of the administrator is to support the PA to our CEO.

Main Responsibilities:

- Screening phone calls, enquiries and requests, and handling them when appropriate
- Meeting and greeting visitors at all levels of seniority
- General Administration office duties
- Arranging flights, accommodation and car hire for our team of Engineers
- Processing of offices expenses in conjunction with Finance department
- First point of contact for couriers when collecting/sending packages
- Liaising with clients, suppliers and other employees
- Maintaining phone account for all employees. Purchasing and maintaining laptops etc for all employees.
- Arranging functions i.e. Christmas Parties, Company Barbecues or any other company functions
- Keeping an eye on general state of office cleanliness including kitchen and bathrooms and making sure office desks and general tidiness prevails especially when visitors due
- Taking initiative to help make the office a better place to work in
- Ensure that the kitchen is fully stocked (e.g. milk, tea, coffee, etc.)
- Friday treats for staff

Essential:

- 2-3 years Administrative Experience
- Excellent PC skills with competency in Microsoft Word, Excel, Powerpoint, Outlook
- Excellent telephone manner
- Ability to multitask and work under pressure
- Strong interpersonal and organisational skills