

Office Administrator

Reports to: Head of Business Administration

Job Type: Part Time, Permanent

Salary: £10-£12 per hour (DOE)

About the Role

We are looking for a Office Administrator to join our Head Office Team on a permanent 15 hour per week contract.

You will be able to provide comprehensive administrative support to all departments and will be required to manage PO amendments and issues that require action to ensure merchandise products are delivered in time to meet planned delivery & selling schedules.

Candidates should ideally have administrative experience within a head office environment. It is essential for the successful candidate to have a high level of computer literacy with excellent working knowledge of Microsoft Office packages and Google Mail/Apps.

The right candidate for this role will be a self-starter with a positive and enthusiastic approach to work. The ability to work within tight deadlines and manage your own workload within a fast paced and 'live' commercial environment is essential. Due to the pace of the environment, a high level of accuracy and attention to detail is also essential!

Responsibilities Include

- Management and distribution of incoming and outgoing post
- Answering incoming calls, taking messages and following up where required.
- Greeting any visitors to the office in a professional manner
- Management and co-ordination of merchandise orders
- Raise invoices/statements and assist with credit control process.
- Support with training course administration
- Support with company attendance at Exhibitions and Conferences
- Creating and maintaining partner/colleague relationships
- Inputting data onto the Accounts Payable system
- Diary Management
- Making travel arrangements for members of the team
- Maintaining the office filing/archiving system in both hard and electronic format.

Experience Requirements

- Proficient in the use of Microsoft Office packages and Google Mail/Apps
- Able to demonstrate minimum of 2 years administrative experience in a similar role

Personal Requirements

- Commutable distance to Topodium Group HQ (Basingstoke)
- Creating and maintaining partner/colleague relationships
- Strong communicator
- A great personality - more *us*, less *me*
- Hard working and tenacious
- Self motivated, positive time management and highly organised
- Comfortable working in a high-paced and agile environment
- Ability to work to tight deadlines and deliver results
- Ability to work both collaboratively and independently

Employee Benefits

- Flexible schedule
- Gym membership (Corporate)
- Discounted dining/lunch
- Free tea and coffee
- Starbucks on-site
- Free parking
- Company events
- Mentoring and training plans
- Casual dress

Educational Requirements

Excellent written and spoken English

Contact Debbie Spriggs, Head of Business Administration: Debbie@topodiumgroup.com