

## OFFICE ADMINISTRATOR

This is a superb opportunity to contribute to the continuing growth of a forward thinking and successful SME.

Our new Office Administrator will play an important role by providing clerical and general administrative support to the finance, project & management teams to assist in the smooth running of the business.

## JOB DESCRIPTION

The preferred candidate will have 10+ years' experience as an office administrator and be proficient in the use of Microsoft Excel & Word.

Typical examples of duties & responsibilities are as follows;

- To undertake office reception duties, both in person and on the telephone.
- Answering/filtering/re-directing telephone calls.
- Meet & greet visitors, organise refreshments/lunches as required.
- Replenishment of all office consumables.
- Filing and data entry.
- Typing notes/minutes from meetings.
- Updating internal QMS documentation as required.
- Diary of renewed contracts, mobiles, insurance, utilities etc.
- Keeping a record of holiday/sickness absences.
- Organising travel and accommodation for staff as required.

## PERSONAL ATTRIBUTES

- Good organisational skills.
- Thorough and methodical.
- Ability to multi-task.
- Ability to manage own workload and to use own initiative.
- Be able to work as part of a team.
- Have the skills and confidence to work across a range of individual styles and personalities from within the company and our customers.
- Good verbal communication skills, including a pleasant and friendly telephone manner.
- Ability to write clearly and accurately.
- Car Driver/Owner.
- Non Smoker.

We are keen to employ someone who will give i4 a long term commitment, someone who will play their part in a team effort in helping develop the company and sharing the rewards that this brings.

Email [jobs@i4pd.co.uk](mailto:jobs@i4pd.co.uk) quoting job reference 'Office Administrator' and include the following;

- A covering letter briefly describing the contribution your skills & experience will bring to the team.
- Your CV including references where possible.

**Remuneration** £18,000 + 3% workplace employer pension contribution + company bonus scheme.  
**Holidays** 30 days (which includes public holidays)  
**Hours** 37.5 per week