

Job Description

Administrator – Level 3/4

Enzygo Ltd

This is an incredibly varied role and would be great for an Assistant Administrator looking for new position with Progression.

The successful candidate will be responsible for providing excellent customer service and administrative support across all departments. Performing a wide range of administrative and office support activities for all department and/or managers and supervisors to facilitate the efficient operation of the organisation.

Responsibilities/Duties;

- General office administration
- Provide effective clerical and administration support to all teams
- Answer, screen and transfer inbound phone calls
- Open, sort and distribute incoming correspondence
- Receive and direct visitors and clients
- General clerical duties including photocopying, mailing, filing and archiving
- Maintain accurate and up to date project files, databases and records
- Maintain electronic and hard copy filing system
- **General office assistance as directed**
- Prepare and modify documents including correspondence, reports, drafts, memos, emails and letters
- Make travel arrangements including car hire, trains, hotels etc
- Arrange meetings and special events
- Supervise and coordinate administrative processes and priorities and assign specific duties to other members of the team
- Direct and respond to business matters involving administrative functions associated with the business
- Handle requests for information and data
- Be responsible for creating and maintaining accurate and up to date project files and databases
- Prepare written responses to routine enquiries
- Maintain records
- Processing sales invoices, purchase orders, purchase Invoices
- Credit control/debt chasing
- Coordinate and maintain records
- Minute taking
- Ordering of stationery
- Setting up new clients and suppliers
- Maintaining an audit trail

Candidate Attributes;

- Intermediate knowledge of Microsoft Office and Office 365
- Excellent organisational, planning and problem-solving skills
- Comfortable working as part of team
- Good communication skills - written and verbal
- Quick Learner
- Prioritising
- Good attention to detail and accuracy
- Use own initiative
- Flexibility
- Adaptability
- Self-motivation
- Good customer service skills
- Honest and trustworthy
- Teamwork

Areas of responsibility

- Yours and other wellbeing (Health and Safety)
- Communication
- Compliance
- Planning
- Facilities
- Student / Staff Support

Education and Experience

- Minimum of Business Admin Level 3 and working toward level 4
- Intermediate level of computer skills and knowledge of Microsoft Office and Office 365
- Good knowledge of operation of standard office equipment.
- Good knowledge of clerical and administrative procedures and systems such as filing and record keeping