

Job Description

Job Title: Office Administrator / Junior

Administrative duties

- Booking meeting rooms, refreshments & lunches as required
- Raise purchase orders as requested
- To be responsible for opening all incoming post and distributing to the PolyPhotonix Team
- To assist with keeping stationery cupboards replenished
- To be responsible for arranging travel and accommodation for staff
- Maintaining the staff holiday calendar
- General office duties as required

Interpersonal and Influencing Skills

- Is self-confident and determined
- Sets a positive example
- Communicates in a clear logical style (both orally and in writing)
- Has the ability to win respect and influence others by own behaviour
- Has a positive approach and demonstrates high professional standards when carrying out work.
- Confident and professional telephone manner

Skills and Experience

- Good general education
- Experience of other IT packages including PowerPoint, Excel and databases
- Good communication skills
- Able to work on own initiative
- Sage 200 experience (preferred but not essential)