



We have a new opportunity for an **Office Administrator**
Salary between £20,000 - £22,000 (dependant on experience)

OVERALL PURPOSE OF JOB:

The majority of your day will be to support the smooth running of our office and to create a positive and welcoming environment. The right candidate needs to be organized, detail orientated and a strong planner and likely to have a track record of being able to multi-task.

Key responsibilities include the implementation of office administrative processes to ensure efficiency and consistency, the maintenance of inventory office supplies, allocation of internal post, monitoring on site marketing material and other day to day admin duties. In addition, you may be requested to support the senior management team with administration tasks.

KEY DUTIES & RESPONSIBILITIES

- Coordinate and oversee all office activities
- Managing inventory of office supplies, including stationery and marketing material and ensuring a reasonable stock is available at all times
- Ensure smooth operation of office equipment such as wallboards, franking machines and printers
- Responsible for all incoming post and ensuring these are allocated to the correct department and logging receipt of each item received
- To be in control of all internal documentation and version control spreadsheets for the business
- Performing data entry roles, including updating records and databases for different teams.
- Ensure adherence to relevant company policies and procedures
- Know our business vision & values and adhere to them within your role
- Identify and escalate priority issues, risks or breaches to a senior member of the team or your manager straight away
- Take control and manage your own performance and self-development ensuring continuous improvements are identified and discussed with your Team Manager
- Meeting and greeting visitors and managing the tidiness of the office
- Assist the Senior Management Team with general admin duties as required

SKILLS REQUIRED

- Verbal and written communication skills
- Listening skills
- Attention to detail
- Teamwork
- Confident and articulate
- You need to be able to work to tight deadlines and work under pressure
- Excellent time management skills with the ability to multi-task, prioritise & respond quickly to the needs of the business
- 3 years' previous experience in an administration role is essential
- The role will be based in the Gloucester office 5 days a week

QUALIFICATIONS

- GCSE Math's and English (A* - C) or equivalent

HOW TO APPLY

If you are interested, please email recruitment@bspokelifestyle.co.uk