

Business Administrator



Business Administration Job Purpose:

Facilitating office organisation and communication by performing administrative duties and acting as a receptionist.

Business Administration Job Duties to include:

- Providing office support including customer and employee support
- Keeping well-organised files and records of business activity
- Researching company data and archived reports
- Keeping computer databases up to date
- Interacting with clients either on the phone or in person
- Answering phones and connecting calls to the proper department
- Taking phone messages and passing them on
- Following up on business communications, billing, and ordering
- Communicating with materials suppliers and vendors
- Invoicing
- Using spreadsheets to track expenses and company spending
- Collecting and inputting company data

- Making travel arrangements for employees
- Learning about the company's mission and available products/services
- Educating clients about what products/services are available and how to purchase them
- Building relationships with clients
- Sending correspondence and emails
- Preparing documents by printing, copying, and binding
- Writing and editing company correspondence
- Collecting and sorting post
- Assisting with minor technical support
- Acting as a personal assistant to the Director
- Scheduling appointments and events
- Ordering office stationery and other supplies
- Preparing meeting rooms and getting refreshments
- Participating in office meetings and taking meeting minutes
- Giving feedback on office efficiency and suggesting possible improvements
- Being ready for any other administrative tasks that are required

Business Administration Skills and Qualifications:

Office Management, Reception, Filing, Bookkeeping, Organisation, Proficiency in Microsoft Office Suite, Time Management, Communication, Attention to Detail, Problem Solving, Multi-tasking, Order Management, Billing, Reporting, Researching, Ordering, Invoicing, Scheduling, Typing, Computer Skills

Permanent post

Subject to probationary period of three months

Hours of Work

25 to 35 hours per week

Rate of Pay

From £8.50 per hour

Holidays

28 days per annum including Bank Holidays