

# 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