

Job Description



Office Administrator

Background

Datix has been a global pioneer in the field of patient safety over the past three decades and today is the leading provider of software for patient safety, risk management and incident reporting for the healthcare sector.

Datix aims to build and promote a culture of safety within healthcare organisations, recruiting professionals who are passionate about improving healthcare and championing technological innovation. Datix continually invests in its software and services, maintaining a leadership position at the forefront of the worldwide patient safety movement.

Datix is focused on the health and social care sector. Its customers include public and private hospitals, primary care providers, GP surgeries, mental health and ambulance service providers. Within the UK this includes more than 75% of the National Health Service. Internationally the Datix client base is growing rapidly and includes large scale deployments in the USA and Canada as well as customers in Europe, Australia and the Middle East. Datix has offices in London, Chicago, Washington DC and Melbourne, with partners in the Middle East, Australia and New Zealand.

We develop, maintain and support our own software and provide training and consultancy services to allow our customers to get the most benefit.

We are committed to the patient safety community and we now support some of the world's largest incident reporting systems. In line with our mission to reduce harm to patients, we are looking to appoint an Office Administrator to join our Admin team.

The Role

This role will report into the PA. The main duties will run across Reception, Facilities, the Executive team, HR and Company events. This role will be customer facing and will interact with all teams in the Company: UK, US, Canada and Australia.

Duties

- Answering all Operator calls, enquiries and requests, and handling them when appropriate
- Meeting and greeting visitors
- Franking and posting outgoing mail/arranging and receiving courier deliveries
- Planning, organising and managing internal/external events
- Assisting with Concur expenses
- Meeting room booking and management/refreshments

- Diary, itinerary and travel management working through multiple time zones
- Facilities:
 - Ensuring Health and Safety compliance
 - Stock taking and ordering office stationery
 - Working closely with IT Services to ensure good supply of printer consumables
 - Building and maintaining good working relationship with all office suppliers
 - Arranging for weekly juice & fruit orders and packing these away in the appropriate places
 - Maintenance and upkeep of the kitchen, general office and break out area
 - Working with CBRE, our main Facility provider
 - Ad hoc duties and planning for the future

Skills, Qualities & Experience

- Well presented and a people person
- Excellent telephone manner.
- Discretion and confidentiality
- Knowledge of office management systems and procedures
- Proficient in Outlook, Word and Excel
- Outstanding organisational and time management skills
- Up-to-date with latest technologies
- Ability to multitask and prioritise daily workload
- Excellent verbal and written communications skills
- A good team player

Package & Benefits

This role comes with an excellent salary and benefits package. Including, 25 days holiday a year, Private Medical Insurance, company pension, Death in Service cover, and discounts on various goods and services through Datix rewards scheme. If you wish to apply for this role, please forward your CV with a short cover letter to careers@datix.co.uk.