

Office Administrator

Reception and administrative duties

- Greet visitors to the office, determine the nature and purpose of visit, and inform the relevant person of their arrival or provide the information required. Offer refreshments as appropriate.
- Answer telephone calls within three ring-cycles and provide information, or forward call appropriately, when the auto reception service is not operating. Take and pass on messages to employees who are out of the office.
- Keep telephone list up to date and liaise with external telephone providers as required.
- Take deliveries and deal efficiently and politely with tradespeople and other visitors.
- Keep accurate track of all times of who is in the building, including ensuring that visitors sign in and that non-employees are accompanied at all times.
- Order stationery, consumables and other supplies (including ink cartridges for all copiers) as and when necessary and ensure that stocks are replenished before they run out.
- Distribute post received on a timely basis as well as franking as appropriate outgoing post.
- Chase Ad managers as necessary to remove surplus office delivered mags.
- Monitor milk, cereal and fruit delivery requirements.
- Keep the keys for the pool cars and ensure we know where they parked at all times.
- Carry out administrative duties on an ad-hoc basis as and when requested.

Maintenance

- Maintain Fire alarm and burglar alarm instructions and ensure appropriate testing is carried out.
- Codes for the front door and garage should be changed at least every 6 months, ensuring third parties are notified accordingly.
- Ensure appropriate lift maintenance.
- Liaise with the contract cleaners as necessary. Ensure sufficient quantities of items supplied or laundered by the contract launderers are available.
- Check each morning first thing that the dishwashers are emptied of clean items. Fill the first-floor dishwasher and turn on before leaving each day.
- Walk around the offices at least once a day to note any issues that need to be addressed. The 'state of the kitchen' should be checked twice daily.
- Be responsible for establishing who is parked in the garage and deal with any blocking in issues.
- Ensure the garage is regularly emptied of cardboard and other recyclable items.
- Engage third parties to carry out ad hoc and regular building maintenance requirements, including annual service of the boiler, as necessary and as advised is required by a director.
- Ensure all spare keys are clearly labelled.

IT

- Liaise with external IT support to advise of new starters and to ensure adequate hard/software available.
- Main point of contact between external IT support and staff for day to day IT issues.

Sales ledger

- Preparation of weekly stop lists and assisting the Credit controller in contacting clients for payment.
- Finalizing individual magazine sales on Filemaker prior to creating the Xero transaction update.
- As and when the Credit controller is on holiday or sick to extend the credit control responsibility to a full-time basis and to advise the Finance Manager of any need for reception cover in advance of any lengthy holiday cover needed.
- Raising manual Xero invoices or pro formas as and when required, particularly for Agency and Events.

Purchase Ledger

- Oversee the accounts email box, dealing with all emails on a daily basis.
- Raise purchase orders for general office purchases.
- Post all invoices on to Xero, reconciling against purchase orders, for authorization.
- Carry out regular reviews of the Xero purchase ledger and resolve any queries arising.

You will need the following skills:

- Ability to take responsibility for tasks and use initiative to solve problems.
- Possess good customer service skills and a confident telephone manner.
- Be computer literate with proficiency with Microsoft Office – Word, Excel
- Be a team player and be able to manage their time effectively.
- To be proactive and have a strong attention to detail and organizational skills.