Office Administrator – Full Time

Salary: £20,000 - £23,000/PA (Depending on experience)
Based: The Wilton Centre, Redcar, Teesside

As Office Administrator, you will be able to provide a wide range of admin assistance for the whole business with a key support focus to the Finance and Sales office departments. The role is an important part of our team, ensuring the accurate and correct flow of office procedures.

Key Responsibilities:

General Admin:

- Supporting all departments as needed – this could include sending internal and external communication, word processing, database, spreadsheet and presentation editing.
- Organise and manage travel plans for management and for company events.
- General company office administrative tasks, such as dealing with external enquiries, organising office supplies and managing incoming and outgoing post.
- Managing reception of company visitors and liaising with the Wilton Centre Helpdesk.

Finance Support:

- Working with the Finance Manager to organise and process purchase orders and supplier invoices, ensuring they are logged and filed accurately.
- Working with suppliers to establish expected delivery dates, ensuring information on deliveries is communicated across the business as appropriate.
- Accurate data entry into company SAGE system, including customer account setup and invoices.
- Supporting the Finance Manager to reconcile month end banking accounts, as well as company credit card transactions and stock reconciliation.

Sales Office Support:

- Supporting the Sales Office Manager with customer account setup and entry of sales orders into SAGE, as well as accurate preparation of relevant customer documents.
- Creation and updating of product label templates and substance data. Create and print labels for production orders with accurate data added.
- Working with the Sales Office Manager to coordinate with logistics partners to ensure tracking information of deliveries, including communication with customers.
- Manage and log all enquiries from our Info@ email address, ensuring that all messages are sent to the relevant individual.
Requirements

You will have:

- Outstanding communication and interpersonal skills.
- Excellent organisational skills and the capability to work proactively and accurately, both as part of a team and individually.
- Excellent knowledge of the Microsoft Office Suite.
- Familiarity with office management procedures and basic accounting principles.
- Be technically competent and able to use a range of tools and software packages to fulfil your role.
- Proven experience as an Office Administrator, Office Assistant or other relevant role.
- Ideally have direct experience with SAGE.

How To Apply

To apply for this position, please email your CV to Jo Hewitson at hr@appliedgraphenematerials.com

The deadline for applications is Friday 2\textsuperscript{nd} April 2021.