

Role Title: Office Administrator

Base	Chorley
Reports to	Hannah Bryan, Senior Projects Manager
Contact	Hannah@logma.co.uk
Salary	£15,000pa (Pro-rata)
Hours	9:00am – 3:00pm, Monday to Friday

The Opportunity

We are looking for a solid administrator who prides themselves on being organised, presentable and getting the job done well and on time.

The position will be varied and will be handling lots of different things at one time. You will need to have the desire to go above and beyond, with drive to succeed the ability to multi task and prioritise effectively.

If you think you have what it takes to be part of our team, and would like to work for an innovative and forward thinking Software company, then we would love to hear from you.

Responsibilities

Administration

- Undertake Administration tasks including printing, scanning, photocopying, filing, proof reading etc.
- Booking events, including travel arrangements, maintaining stationary supplies for the office
- Ensuring procedures are kept updated and distributed to the all employees
- Management of Health and Safety
- Handling of support calls, including logging within the system and passing on calls to other members of the support team
- Keeping Customer Support Contracts up to date
- Banking cheques
- Maintaining Petty Cash and recording of all receipts onto Excel/software package

Skills and Knowledge

- Professional and cheery, friendly personality and good manners
- Team player with the ability to work with people at all levels within the company
- Excellent spoken and written communication skills
- Self-motivated and confident to use own initiative
- Natural problem solver
- Ability to work well under pressure, to strict deadlines, remaining calm and professional at all times
- High attention to detail
- Excellent organisational and planning skills
- Intermediate/Advanced level MS Office applications including Excel
- At least 1 years experience of working in an office environment
- Confidence to build up good, professional relationships with our customers and suppliers
- Experience of using business software would be an advantage

Our Benefits

20 days holiday, plus bank/public holidays (Pro-rata)
Pension Scheme
Free Parking
A selection of free drinks throughout the day
Fantastic progression opportunities
A relaxed and enthusiastic team oriented work atmosphere