

Job Title: Administrator

The Role

You will work closely with our senior management team to provide comprehensive office management, finance, and administrative support. The role is office based.

Within this role you will be working on multiple projects simultaneously in addition to the below listed responsibilities. You will play a pivotal role in ensuring the smooth running of a very busy office, which is the hub of many activities, meetings, and events.

Responsibilities

- Provide executive support to the CEO, e.g., diary management, correspondence, other admin duties.
- Assisting with scheduling, arranging and preparing agendas, papers, and presentations for Board meetings, finance, and senior management meetings.
- Provide essential administration support to the wider team and projects as required.
- Assist with financial administrative duties, including but not limited to: supplier invoicing, credit card reconciliation, processing expenses.
- Book meeting rooms and catering.
- Take minutes at meetings and distribute to attendees as required.
- Manage all internal and external post.
- Manage and order office supplies, including stationery.
- Consult with landlord with regards to services.
- Arrange travel and accommodation as necessary for the team.
- Attend events and meetings as required.
- Meeting and greeting visitors.
- Answering phone calls and general enquiries.
- Other administrative tasks as required.