

**Job Title:** Office Administrator

**Department:** Business Support

**Location:** Manchester

**Working**

**Hours:** Monday – Friday, 9am-5.30pm

**Job Purpose:**

The Office Administrator will provide administrative support, greet and direct visitors and answer and respond to calls and emails. Candidates should have strong verbal and written communication skills, a strong ability to multi-task and a friendly demeanor.

**Key responsibilities and accountabilities:**

- Be first point of contact, operate the reception desk, telephone and meeting rooms booking and management (refreshments)
- Administer the office teams' diaries, help coordinate CPD's
- Order office supplies, stationary, printing and kitchen supplies
- Liaison with external contractor services e.g. cleaners and waste management
- Carry out health and safety checks
- Handle office budget (petty cash)
- Book couriers/taxi/trains/restaurants/hotels etc.
- Assist with writing up meeting minutes/letters/reports for senior management
- Process monthly invoicing
- Assist document control (OMS)

**QUALIFICATIONS, EXPERIENCE & SKILLS:**

- GCSE's at grades 9 to 4 (A\* to C) or equivalent including Math and English
- Typing and IT skills
- Strong organisational skills
- Attention to detail
- Uses initiative and prioritise tasks and workload, ability to multi-task
- The ability to accept and understand instructions
- Oral and written communication skills
- Tact, discretion and respect for confidentiality
- Is approachable and establishes and maintains good working relationships
- Reliable and honest

If interested please send your CV to [hr@tpbennett.com](mailto:hr@tpbennett.com)