

## Job Description

### Office Administrator

Novatia delivers high-quality ICT advice and solutions. To support our project teams, we are looking for a full-time Office Administrator to join the team.

<b>Job Title</b>	Office Administrator
<b>Location</b>	Winchester Office
<b>Hours</b>	Monday to Friday / 9am to 5.30pm
<b>Role</b>	Permanent contract

### Role Summary

The role is to provide effective administrative support within the Business Office to ensure the smooth running of company systems and processes. Enthusiasm and attention to detail are more important than previous experience as training will be provided.

### Key Duties and Responsibilities

#### Office Administration

- Maintain and develop handbooks and user guides that support office functions
- Attend team meetings and carry out identified actions
- Monitor incoming queries through email and telephone and manage office deliveries
- Create an internal newsletter that is distributed every fortnight; covering news or research related to our industry, staff updates and notices
- Purchase office supplies

#### Project Support

- Maintain accurate project information in WorkFlowMax (online project management software)
- Generate documentation from templates for different project stages at the request of the project manager
- Support the Procurement Officer overseeing equipment deliveries
- Track services and equipment delivered against project Purchase Orders
- Prepare standard documentation for internal project meetings

## Finance

- Liaise with project managers to create monthly invoices for clients
- Work with the Credit Controller to ensure clients make payments to Novatia on time
- Reconcile bank transactions in Xero (accounts software) against invoices and bills paid by Novatia
- General housekeeping of Xero to maintain the accuracy of accounts
- Processing monthly employee expenses

## Person Specification

Qualifications and Technical Skills		
<b>ESSENTIAL</b> Achieved/predicted a minimum of two A levels or equivalent (Grade C and above)	<b>ESSENTIAL</b> Competent ICT skills including MS 365 (Outlook, Word, Excel)	<b>ESSENTIAL</b> GCSE in Maths and English (Grade 5 / Grade C and above)
Experience		
<b>ESSENTIAL</b> Experience of working (paid or volunteering) within an organisation or group	<b>PREFERRED</b> Working in an office environment	

Personal Qualities
Produces high quality work while still being able to prioritise workload under pressure Good communication skills with the ability to take ownership of tasks and meet deadlines Strong moral values and a reliable member of the team Good interpersonal skills to form strong relationships with colleagues, clients and suppliers Positive attitude to work with innovative problem-solving skills