

Office Administrator

Salary: £21,000

Location: Eaton Socon, St Neots

Somewhere inside all of us is the power to change the world.

Are you up to the challenge?

Here at Energise it's not just a job, it's a commitment to a more sustainable way of living. We are flexible, hardworking and not afraid to push boundaries. Our employees are encouraged to become the best they can be.

We are looking to expand our team and are seeking to employ an Office Administrator to join our growing company.

Are you:

- **Organised**
- **Intuitive**
- **Able to use your own initiative**
- **A good communicator**
- **A problem solver**
- **Able to prioritise**
- **Conscientious**

If you answered yes to all the above, then read on...

The Role

Providing effective assistance to the Executive Office Manager, you will assist in all aspects of running an Office including invoicing and credit control.

The main responsibilities of the role include:

- Invoicing Customers
- Processing Supplier Invoices
- Credit Control
- Record Keeping
- Answering the Phones
- Diary Scheduling
- Stock Control
- General Office duties

The Candidate

You will be a bright, self-motivated, dedicated and hardworking person with at least 1 years' experience in a similar role.

Experience Required

- Microsoft Office Word, Excel, PowerPoint, and Outlook
- Quickbooks - desirable but not essential as training will be given

- Ability to maintain a high level of accuracy in preparing and entering information
- A high level of integrity, discretion, professionalism and diplomacy
- Excellent interpersonal skills
- Ability to work to tight deadlines

You will also be required to communicate internally and externally on the telephone and via email so you should be a confident communicator and have good verbal and written skills.

Package:

- Annual salary of £21,000
- Pension Scheme
- Performance related bonus
- 30 days holiday (inc Bank Holidays) rising to 32 after 2years service

If you feel this role is for you and you have the relevant experience, please send us your CV and covering letter stating why you should be considered for this position.