

OFFICE ADMINISTRATOR

The Company: Devin are consulting engineers working on swimming pool and high end spa projects throughout the UK, Ireland, mainland Europe and the Middle East. The office is based in North Shields.

The Post: Office Administrator for a busy and growing practice, with responsibility for all office administration tasks and PA tasks for the Directors of the company.

Key Competencies:

- Minimum 3 years' experience as Office Administrator
- Relevant Administration qualification preferred
- Excellent working knowledge of Microsoft Office packages; highly proficient in Word, Excel and PowerPoint
- Reliable, a quick learner, well versed in many aspects of running a small office
- Capable of working on their own initiative.

Job Tasks Include:

- Information processing using Word, Excel and PowerPoint.
- PA duties for Directors – travel, diary management etc.
- Arranging staff travel - rail, air, car, hotels and visas
- Work in accordance with company quality management systems
- Legal/contract administration, office insurances
- Assisting the Marketing Administrator with proposals/tenders
- Purchasing of office consumables, stationery etc.
- Maintaining library and personnel records
- Organising staff training, including lunches etc.
- Communicating by telephone and email
- Reception duties – answering telephone, welcoming guests etc.
- Point of contact for external IT/telephone/mobile companies
- Tea/coffee for office, keeping kitchen area tidy
- Liaising with landlord external agencies
- Other tasks as necessary*

* Importantly, the person appointed will need to be able to be fully flexible in terms of work ethic as with any small office it is impossible to detail precisely all of the duties and tasks that will or may arise.

Hours: Full time 36.5 hours a week, flexible arrangements may be possible (including part-time); 20 days holidays p.a. (pro rata for part-time work) excluding statutory holidays.

Remuneration: £17,000 - £18,000 (full time, pro-rata if part-time) depending on ability and experience, plus pension and benefits.

Interviews will include tests using various Microsoft Office applications. Please apply in writing (including CV) detailing how you meet the job description, to:

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