

WE ARE HIRING

Office Coordinator

Reports to: Managing Director

Job Purposes:

To be a key part of our office team, often being the first person a customer would be in contact with upon contacting Niclen UK. We view this role to be important in the day-to-day operation and growth of the business, and may offer career development as the team agrees to the right candidate.

Key responsibilities and accountabilities:

- > Undertaking a broad range of administrative processes / activities relating to the role, while maintaining good working relationships with all key business areas.
- > Responsible for incoming calls, post and general emails. Perform any necessary checks to ensure calls, messages and documents are allocated correctly to the appropriate members of the team.
- > Processing purchase orders.
- > Some HR general administration e.g recording Annual Leave/Sickness.
- > Assisting with general accounts / credit control activities, processing expense claims and maintaining a log of credit control queries.
- > Ordering: kitchen / utility / stationary supplies / Cleaning products.
- > Some booking of travel and Diary Management.
- > Liaising with our finance and administration team in Germany where required (English speaking).

Hours:

Flexible for the right candidate (Part-time/Full-time – Permanent)

Location:

Unit 8 Summerleys Business Centre, Princes Risborough, Buckinghamshire, HP27 9EQ

Salary range:

dependant on skills and experience, plus workplace pension.

Terms:

The offer is subject to a probation period of 6 months. Holiday entitlement for full-time employees is 22 days per annum plus bank holidays.



Person Specification:

- > Strong communication skills
- > Strong level of literacy and numeracy
- > Friendly and professional telephone manner
- > Honest and trustworthy
- > Confident and keen to see things through to completion
- > Ability to work within a fast-moving environment with tight deadlines with great problem-solving skills. As we are part of the events industry, we typically have busier periods and quieter periods, and you must be able to adapt to this.
- > Preference to work in tidy and safe environments with ability to encourage others
- > Working knowledge of Microsoft Office applications including Excel and Outlook, ideally having used CRM software or accounts software.