



JOB DESCRIPTION

JOB TITLE: Office Administrator

JOB PURPOSE: To undertake office admin tasks, assisting with company financial accounting, stock and sales reporting. Marketing activities. Providing support for the general day to day business activities.

MAIN DUTIES AND RESPONSIBILITIES:

- Reconciling finance accounts, sales and purchase ledgers
- Manufacturer claims and stock / sales reporting
- Create agendas and takes meeting notes
- Assists in purchase orders and invoicing
- Maintains accurate records for employee holiday requests
- Manages outgoing post and records data on special deliveries
- Take care of website functions, E-Store and social media profiles
- Manage and deliver marketing activities, E-shots and micro campaigns
- Interact with directors and assist
- Assistance with day to day business activities

OFFICE ADMINISTRATOR SKILLS AND QUALIFICATIONS:

Association of Accounting Technicians (AAT) preferred, Prior Office Experience, Strong Attention to Detail, Ability to Work Without Supervision, Excellent Time Management Skills, Communication and Customer Service Skills Both Customer Facing and Via Telephone. Technical Skills, Including Proficiency with Microsoft Office Programs and SAGE or Similar Accounting Platform. Ability to Handle Confidential Information; Strong Record Keeping Skills; Presentation Skills, Including Welcoming Guests to Events; Ability to Multitask

HOURS AND PLACE OF WORK:

Flexible Hours - based on 6 hours a day, Monday – Friday. Ideally 9:00am – 3:00pm
7 East Cross, Tenterden, Kent TN30 6AD

SALARY: Based on experience

APPLICATIONS:

Please send CV and covering letter to alex@home-digital.com

CLOSING DATE – WEDNESDAY 28TH MARCH 2018 | Applicants will be informed within 1 week

NO AGENCIES