



Job Title	Office Administrator
Location	Newton Abbot
Term	Part time or Full time

Purpose

We are looking for an Office Administrator to join our busy Newton Abbot office!

This is a varied role and would suit someone who enjoys working on different tasks each day, likes to be part of various functions within the business and take ownership for work undertaken and being proactive in their approach. This includes duties such as but not limited to; reception duties including greeting clients and taking calls, filing, assisting with adhoc tasks from other departments and general administration duties such as data entry, typing and creation of documents.

This role can be full time or part time and would also be suitable for school leavers/ those seeking an administration related apprenticeship.

The salary meets national minimum wage requirements and may change dependant on experience.

If you have any questions or would like to find out more please contact us on 01626 358500 and ask to speak to the HR team or email us direct on HR@darnells.co.uk

Main Responsibilities

Reception

- Welcoming visitors, answering telephone calls in a timely, friendly, professional and proficient manner
- Monitoring the meeting room calendars and room bookings
- Booking of boardrooms and preparing them for meetings
- Keeping the reception areas and meeting rooms tidy
- Booking out of company cars
- Assisting with administrative tasks to support departments across the business
- General ad-hoc office duties, projects, and activities as and when required

Admin

- Support the billing function across departments
- Create bills/help with bill creation where needed.
- Finalise bills and generate fee note letters/emails or attach to existing letters.
- Supporting with our filing function and distributing client files as required.
- Managing the incoming and outgoing post each day
- Courier run between offices and client premises (once a week)

- Copy / audio typing / data entry and maintaining records
- Removal of shredding material for old paperwork and files
- Other general administration duties

Role criteria

Essential

- 5 GCSEs C (4) or Above, including English and Maths
- Pro-active and highly resourceful
- Ability to show initiative and work within a team.
- Ability to manage deadlines and prioritise work effectively
- Good communication and interpersonal skills that enable you to build rapport with people at various levels across the workforce and client base
- Ability to work efficiently and effectively with a high degree of attention to detail

Desirable

- Receptionist experience
- Administrative / finance based experience
- Knowledge of accounting software such as Sage, Quickbook or Xero
- Accounts production software such as CCH desirable but not essential
- Full UK Driving License

This role may require some physical work such as moving boxes of files.

This role profile provides a general reflection of the duties associated with the post; it is expected that the role holder will undertake any other reasonable activities to assist in service delivery. This profile is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and their manager.