

## Job Description

### Assistant Administration – Level 2/3

#### Enzygo Ltd

This is an incredibly varied role and would be great for a Junior Administrator looking to progress.

The successful candidate will be responsible for providing excellent customer service and administrative support across all departments. Performing a wide range of administrative and office support activities for all department and/or managers and supervisors to facilitate the efficient operation of the organisation.

#### Responsibilities/Duties;

- General office administration
- Provide effective clerical and administration support to all teams
- Answer, screen and transfer inbound phone calls
- Open, sort and distribute incoming correspondence
- Receive and direct visitors and clients
- General clerical duties including photocopying, mailing, filing and archiving
- Maintain accurate and up to date project files, databases and records
- Maintain electronic and hard copy filing system
- **General office assistance as directed**
- Prepare and modify documents including correspondence, reports, drafts, memos, emails and letters
- Make travel arrangements including car hire, trains, hotels etc
- Arrange meetings and special events
- Coordinate administrative processes and priorities
- Direct and respond to business matters involving administrative function
- Handle requests for information and data
- Be responsible for creating and maintaining accurate and up to date project files and databases
- Prepare written responses to routine enquiries
- Maintain records
- Processing sales invoices, purchase orders, purchase Invoices
- Credit control/debt chasing
- **Setting up new clients and suppliers**

#### Candidate Attributes;

- Intermediate knowledge of Microsoft Office and Office 365
- Good level of accuracy and attention to detail
- Self-motivated
- Comfortable working as part of team
- Good communication skills - written and verbal
- Quick learner
- Planning and Prioritising – Time Management
- Flexibility
- Adaptability
- Good customer service skills
- Good organisation skills
- Honest and trustworthy

#### Areas of responsibility

- Yours and other wellbeing (Health and Safety)
- Communication
- Compliance
- Planning
- Facilities
- Student / Staff Support

#### Education and Experience

- Minimum of Business Admin Level 2 and working toward Business Admin level 3
- Intimidate level of computer skills and knowledge of Microsoft Office and Office 365
- Good Knowledge of operation of standard office equipment.
- Good knowledge of clerical and administrative procedures and systems such as filing and record keeping