

Job Specification – Office Administrator/Manager

This role is for an experienced office administrator or keen graduate with some experience to support the three companies in the group consisting of around 20 people. Tactiq is an electronics and software development company, Centriq is a Healthcare IT company and Neologiq is a medical device company. All companies are located in the same office with a single senior management team. The role is diverse, covering sales and marketing support, engineering administration, HR support, finance and general administration. This is a key position to ensure the daily smooth running of the office and has scope for progression as the company grows.

We are particularly interested in individuals with experience or ambitions in the areas of Marketing, HR or Finance.

Salary: £16,000 to £20,000 pa depending on experience – Permanent, Full Time

Roles & Responsibilities

You will be responsible for all general office administration activities including liaising with the managed facilities team. You will be supporting the Sales & Marketing Director with marketing activities, sales order processing and partly as a PA. You will be supporting the Director of Technology in areas such as training record keeping and general administration. There is also scope to take on a number of finance activities and responsibilities.

Education & Experience

Pre-Requisites:

- Experience in a similar or related role in an office environment
- Friendly, 'can-do' attitude
- Professionalism with all communications, both written and oral
- IT skills - using Microsoft Word, Outlook, PowerPoint and Excel
- Ability to multi-task and work well under pressure
- Ability to maintain confidentiality when required
- GCSE Maths & English, A Level qualifications or equivalent

Advantageous, but not essential:

- Marketing experience
- Additional IT skills and software packages such as Web editors or graphics packages
- Degree qualification or business studies/administration qualifications.
- HR or Finance experience