**Office Administrator job description**

**Job brief**

The Office Administrator is responsible for overall general office duties, a backup for the Tech calls and dispatch. They will maintain and setup client agreements and invoice customers for product, time and agreements. The Admin will maintain a sufficient product inventory, quote and purchase product for clients and basic accounts payable and receivables. They will assist in new employee recruiting and provide Human Resources duties.

**Responsibilities**

* Organize conference call and meeting room bookings, and follow up on attendance confirmations.
* Schedule and coordinate employee travel accommodations.
* Ensure knowledge of staff movements in and out of the organization.
* Maintain active awareness of staff members’ whereabouts and availability
* Maintain and tidy the reception and coffee serving areas.
* Enter truck haul tickets into Explorer and Microsoft Excel.
* Draft and send invoices to customer, sub-contractors, and suppliers.
* Draft, edit, and finalize various letters, reports, raw data or other various forms of documentation.
* Assist new employees with hire on paperwork, checking for accuracy and completion.
* Provide administrative support tasks, such as proofreading, transcribing handwritten information, and document sorting.
* Accurately, enter employee work hours into payroll software, ensuring deadlines are met.
* Take and place orders for office supplies, and deliver them to the proper departments.
* Maintain routine clerical records, logs and data and compile routine reports.
* Other General Administration duties as required.
* Must ensure a solid understanding of, and comply with the principles of the company’s Code of Ethics.
* Must examine situations in light of the principles of the Code of Ethics.

**Requirements**

* + A minimum of 2 years’ experience holding a responsible position in a general office environment.
  + Exceptional organization, planning and administration skills.
  + Highly computer literate: confident and proficient with Word, Excel, PowerPoint, Outlook, internet and data entry.
  + Self-motivated, punctual, reliable, able to maintain confidentiality.
  + Excellent written and spoken (face to face and phone) communication skills.
  + Excellent numeracy skills.
  + Experience in working with minimal supervision.
  + Experience working flexibly in a small team, building strong day-to-day relationships with colleagues.
  + Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines.
  + Commitment to equal opportunities policies and practices, and the promotion of equalities.