

Job Description – Office Administrator

Job title	Office Administrator
Date advertised	1 st July 2010
Summary	Office admin / PA role to help with the administration of a small, fast-growing business. Duties include office management, accounts administration, and general PA duties to directors.
Salary	£16k pro rata, or neg depending on experience
Type	Permanent
Working hours	Part time Flexible 20-25 hours/week Office based
Reporting to	Managing Director
Location	Cambridge
Start date	As soon as possible
Applications	Email CV and covering letter to jobs@genieventures.co.uk

About Genie Ventures

Genie Ventures is a small Cambridge-based internet company which builds and runs a range of commercial websites. We see the role of office administrator as crucial in allowing our business to expand over the coming months and years. Genie Ventures is currently based in the Mill Road area of Cambridge (15 minutes' walk to station).

Job description

Office Admin

- Organise post and answer telephone
- Maintain company diaries
- Manage holiday and absence records
- Manage electronic and paper filing systems
- Manage company policies and procedures, making sure they are observed by all staff e.g. office tidiness, Health and Safety, IT
- Manage suppliers and negotiate contracts e.g. landlord, utilities, insurance, office supplies
- Maintain the physical condition of the office and arrange necessary repairs
- Keep the office tidy and well organised

Accounting (training provided if necessary)

- Deal with accounting queries, liaise with the company's accountants
- Reconcile company bank statements
- Purchasing on behalf of the company
- Collect accounting paperwork on a monthly basis

PA Duties

- Provide general PA duties to directors
- Provide diary and administrative support
- Provide project management support when required
- Take minutes of meetings when required

Other Duties

- Manage the company's rent-a-desk scheme
- Manage recruitment and induction of new employees
- Organise staff training and appraisal
- Review and update company policies and procedures on a regular basis
- Organise staff social events