

## JOB DESCRIPTION

### Administration Assistant

<b>Job Title:</b>	<b>Apprentice Administration Assistant</b>
<b>Salary:</b>	<b>£market rate</b>
<b>Type:</b>	<b>Full-Time, Permanent</b>
<b>Department:</b>	<b>Administration</b>
<b>Location:</b>	<b>High Wycombe, Buckinghamshire</b>
<b>Report to:</b>	<b>Office Manager</b>
<b>Benefits:</b>	<b>Private Health Care</b>

We are looking for an enthusiastic, organised individual with a good telephone manner and a desire to learn and progress within the company. Good computer skills are essential, in particular experience using Microsoft Word and Excel.

#### Main Purpose of the Role

This important, busy and varied role is a mix of receptionist and office support, to help with the smooth running of all divisions in our innovative, fast-growing, British company. The successful candidate will have the opportunity to explore different departments, with a view to a long-term fulfilling career at Smartcomm. We offer training to support career progression.

#### Main Responsibilities

- 1) Reception duties will include making sure every visitor to the company is greeted in a friendly, helpful and professional manner.
- 2) Maintaining a pleasant and welcoming reception area, clear meeting rooms, tidy and clean offices and kitchens.
- 3) Meeting room and diary administration.
- 4) Providing refreshments for visitors.
- 5) Answer telephone enquiries as quickly as possible, providing the appropriate answers or taking a message. All messages to be passed on quickly and accurately to the relevant individual.
- 6) Record keeping and general office duties as instructed by the Office Manager. To include stock management of uniform, subcontractors document recording, upkeep of training tracker, travel bookings and stationery stock control
- 7) Assist all Divisions and Teams, as necessary.
- 8) Holiday / workload cover to other administrative roles.
- 9) Post duty: franking and organising all out-going post each day.

**Qualification and Experience**

We are looking for a friendly and organised person to join our team and represent our business in a professional manner.

**Key Skills & Achievements**

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
As the first person to greet visitors, we are looking for someone presentable and professional	Good at juggling tasks and prioritising
Good interpersonal skills, communication and telephone manner	Willingness to help out
Good computer skills including use of MicrosoftOffice (Word, Excel & Outlook)	Takes initiative
Organisational skills	
Attention to detail and methodical in record keeping	
A good team player	

To be considered for this position, please submit a copy of your current CV to [info@smartcomm.co.uk](mailto:info@smartcomm.co.uk).