



Part time office Administrator

We have a great opportunity for a new team member to join our team in witney

We need an efficient and adaptable office administrator that can assist primarily in the busy order processing function but to also support administrative tasks related to finance, sales and operations. This is initially a part time position, but the role may need to become full time in the future.

The Key main duties will be:

- Processing accurate and complex sales orders and invoices for both the UK and Europe
- Clearly communicating with customers and suppliers to manage enquiries, deliveries, and couriers.
- General filing, archiving and paperwork administration.
- Understanding and supporting the returns and credits procedures
- Ensuring excellent communication between all internal departments
- Assisting with varied administrative tasks within the office function

About you

- Eager to quickly learn and understand the products and operations of the business.
- Able and willing to adapt to the working environment, with a flexible approach to 'mucking in' and supporting colleagues where required and when necessary.
- Confident and professional communicator even under times of pressure.
- Calm and efficient with a willing attitude to get the job done to the highest standard.

Essential Skills, Experience and Qualities

- Previous office administration experience is essential
- Good head for maths
- Previous use of SAGE 50 would be an advantage but not essential
- Excellent IT skills with strong Excel skills
- Ability to multitask and take ownership for tasks.
- Confident communicator, good sense of humour and natural solution finder.

Ideally you will work Monday - Friday 9am – 3pm (30 hrs per week) This is an office-based role and there is a little flexibility in these hours if required. There may be occasions where holiday cover is required.

What you will get in return

- Salary £23,000 - £25,000 (pro rata) depending on experience
- Private Health insurance and Cash plan
- Enhanced company sick policy
- Christmas closure.
- Free parking
- Wellbeing allowance

If you meet the criteria, we would love to hear from you, please send your CV and a cover note to hr@inkteceu.com