

Office Administrator

The company

Saffron Interactive is one of the most experienced and successful providers of bespoke e-learning and business communications solutions in Europe. We provide solutions and services to a range of national and international blue chip companies including O2, Channel 4, Hilton, T-Mobile, Siemens, BT and Microsoft. Saffron's solutions and people are widely recognised as industry leaders and we have won a number of Institute of IT Training awards and the Brandon Hall of Excellence in Training Award in 2010 for Best Custom Content.

We are currently looking for a talented Office Administrator to join our team in central London.

The role

Provide a confidential and accurate PA service to the CEO as well as first class administrative support to the wider team in our London and overseas office. The role encompasses a varied and heavily organisational and administrative workload, often to tight deadlines, which enable the company to adhere to company policy and procedures, and deliver results to our customers. This role is responsible for dealing with all HR and accounts administration, working closely with the wider office team and providing office management for the whole company.

The successful candidate will be focused, driven, have great attention to detail and be able to deal with competing priorities in a calm way. In return you can look forward to being an important part of a vibrant team in an exciting, dynamic environment.

Responsibilities

PA

- Full PA support to the CEO
- Meeting organisation and preparation
- Timesheets and expenses
- Correspondence and presentations using Word, Excel and PowerPoint
- Organisation of internal office events
- Other duties as required

Office Management

- Liaising with the external IT support company for IT trouble shooting and IT maintenance
- Ensuring Health and Safety compliance
- Overseeing disaster recovery plan
- Working with building management and reception to ensure office is maintained to a high standard
- Liaising with external service providers as required
- Managing invoicing and credit control with external accountants

HR Admin

- Completing inductions
- Maintaining personnel files (digital and hard copy) and responding to CV's
- Assisting with booking interviews
- Managing HR correspondence

Person specification

Essential

- Previous team/office administration or PA experience at a senior level, working within a busy and challenging environment.

- Outstanding administration and organisational skills with a high degree of attention to detail
- Candidates must demonstrate sensitivity and integrity when dealing with Corporate and Personnel information
- Proven experience of handling complex diary management.
- A can do attitude, with an ability to work independently using own initiative and effective time management, constantly seeking to refine and improve working methods.
- Comfortable and prepared to work as a team in both a support and lead role.
- Exercising tact, diplomacy and respecting confidentiality at all times.
- Ability to manage a wide range of changing priorities under pressure and often to tight deadlines.
- A professional approach when dealing with clients and external suppliers
- Excellent written and verbal communication skills.
- An intermediate level of competency using MS Office is essential.

Desirable

- Experience in managing a team of up to 20 employees or more, communicating with teams in an international office.
- Experience in organising team/office events.
- Previous experience of working with budgets and timesheet systems.
- Advanced knowledge in IT systems.

Skills and competencies

- **Planning and organisation** - the ability to think ahead in order to establish an efficient course of action for oneself and others in the team
- **Communication** – ability to communicate with a wide range of audiences, from sales teams to corporate clients
- **Influence and Persuasion** – able to present sound and well reasoned arguments to convince and persuade others
- **Managing relationships** – able to build and maintain effective working relationships with the whole team and clients/suppliers.
- **Leadership** - confident team leader, working co-operatively with others in the office
- **Flexibility** - adapt and work effectively in a variety of situations, with different individuals or groups. Able to understand and appreciate different and opposing perspectives. Ability to adapt approaches as the requirements of a situation change, and accept occasional changes to job requirements or the organisation
- **Analytical thinking** - able to simplify complex problems, processes or projects into basic components in order to systematically analyse and evaluate them

Location: Central London **Salary:** Dependent on experience