Job Title	**Office Administrator**
Salary/Rate	£19000 - £24000/annum
Location	KT18, Epsom, Surrey
Posted	24/08/2022 (09:15)
Agency/Employer	Serity Group
Description	

Serity Services Ltd is part of the Serity Group. It's primary objective is to provide centralised head office services to all the companies in the Group which include accounting, marketing, administration, HR, payroll, IT and legal.

The services had historically been provided remotely by a small team. However, due to steady growth and the safe return to an office environment (pandemic related) the business is moving back to an office environment and as such an opportunity has arisen for someone to join our Head Office team as an office administrator.

Our new offices are close to a busy high street with excellent transport links for rail and bus users. The work area is open plan, shared with senior managers and directors in the business offices so teamworking is a critical requirement of the role. There is access to breakout areas, meeting rooms, canteen equipped with kitchenette facilities, showers and security. The office building has a large number of other companies renting office space across many floors.

Responsibilities

The candidate will join the Group's Head Office and provide centralised administration support to the Group as well as direct support to senior directors in the Company.

The current clients being serviced are mainly other companies within the Group but there are plans to promote some or all of the Head Office functions to external clients, and thus being able to multi-task and communicate effectively are important skills required.

The Group is implementing a rapid growth strategy which will place additional pressure on Head Office resources. The ideal individual for this role would therefore need to be a highly motivated individual, able to work in a fast-paced environment and able to complete tasks in a timely manner.

Duties will include:

* Answering telephones

* Copying, scanning, printing and postage

* Recording minutes from meetings

* Stationery orders

* Maintain smooth running of the office and its appearance

* Organising calendars and meetings

* Maintain integrity of filing system - hard copies and virtual

* Email correspondence and keeping shared mailboxes up-to-date

* Organising meetings and maintaining meeting room

* Personal assistance to the Group Chairman

In the case of any knowledge gaps, training will be provided.

Qualifications

The successful candidate for this position would have an excellent understanding of Microsoft Office, especially Outlook, Word and Sharepoint, but this is not essential as full training will be provided.

The range of salary being offered is between £19000 and £24000 per annum depending on the level of experience of the candidate.

For the right candidate, bonuses based on annual profits of the business may also be considered.

The Group prefers that supervisor and managerial positions within the Group are filled through internal promotions rather than via external recruitment. Hence rapid promotion opportunities will be offered to the right individuals as part of the Group's growth strategy.

Job Type	Permanent
Start Date	01 Sept 2022
Contract Length	N/A
Contact Name	Jawad Ahmad
Job Reference	SERV-ADM01
Job ID	217432690