

Senior Administrator £25,000

Alker Fibre Optic Specialists are seeking a senior administrator for their successful, growing business. Set in the heart of Lingfield, our business has a global reach with its bespoke, pioneering fibre optic products used around the world in sectors including Military, Aerospace, Space, Telecoms and Medical.

In line with company growth, we are looking for an experienced senior administrator with Sage software experience to join our team. Ideally living within a 10 mile radius, the senior administrator will play a key role in keeping systems, administration and financials all running efficiently. Acting as the friendly, professional face of the business to our customers, the senior administrator will have oversight of day-to-day office operations and support the MD and Business Development Manager.

The successful applicant can expect to be fully supported and have a comprehensive handover by the existing senior administrator who has been promoted. Joining a happy and dedicated team, you will be kept up-to-date with company progress, be included in our ambitions for the future and your ideas will always be valued. These are just some of the reasons nearly all our employees have been with us for over 5 years!

This is a highly versatile, hands-on role where no two days are the same in an environment where confidentiality, integrity and high standards matter. If you are a natural organiser and an admin pro who radiates warmth and enthusiasm, then this could be the ideal job for you.

Job Description:

Overall responsibility for the administration of the company and for the on time deliveries of products to the customer. To run the Alker office efficiently through providing outstanding service to our customers and suppliers, looking after business and financial administration, working in collaboration with the wider team and supporting the MD and Business Development Manager.

Role and Responsibilities

- **Office Administration**
 - Supporting the MD and Business Development Manager
 - Acting as first point of contact for customers and suppliers. Responding to incoming calls and emails in a friendly, professional manner
 - Using MS outlook to respond to emails relating to new orders, enquiries and customer and supplier communication
 - Maintaining an up-to-date internal database, inputting all new contacts and updating any changes
 - Ordering stationery and supplies
 - Opening and distributing incoming and outgoing correspondence
 - Running the business office on a day-to-day basis
 - Filing and archiving office paperwork
 - Advertising for staff and arranging interviews
 - Working in a flexible manner, completing any other ad hoc duties as required

- **Compliance and Quality**
 - Liaising with the Insurance Company, securing the most favourable terms
 - Dealing with ISO reviews and keeping PEARS reports and other processes up-to-date
 - Adhering to ISO 9001 and AS 9100D quality standards

- **Production, stock and order processing**
 - Generating work order sheet for production
 - Ordering stock for production, office and refreshment purposes
 - Inputting customer orders onto sage, adding new Customers when appropriate
 - Generate Shipping by producing delivery note and ordering courier, visiting suppliers on occasion

- Liaising with suppliers, maintaining strong relationships and negotiating best terms and rates. Chasing overdue orders
- Responsible for production for stock, overdue orders etc.
- Signing for deliveries, entering on sage and internal distribution
- **Financial administration**
 - Invoicing to customer by post or email
 - Chasing overdue payments from customers
 - Paying suppliers using online banking system
 - Responsible for the online payments of staff
 - Recording daily financial report for Director
 - Reconcile bank statement monthly
 - Liaising with accountant monthly and quarterly for VAT
 - Controlling/reconciling petty cash
 - Quarterly VAT
 - Paying of HMRC payments to inland revenue

Person Specification

- **Essential**
 - **Knowledge & Experience:**
Extensive office administration experience.
Sage Line 50.
Microsoft Office Word, Excel and Outlook.
 - **Skills:**
Ability to work effectively and thrive within a busy, pressurised environment.
First rate organisation, time management and prioritisation skills.
Superb communication and interpersonal skills.
Able to build positive relationships with colleagues, customers and suppliers.
Strong negotiation and influencing skills, able to be assertive when needed.
Natural team worker, willingly supports others where needed.
Self-motivated with plenty of initiative.
Fluent written and verbal English language skills.
Ability to follow procedures and adhere to rigid industry quality standards.
Detail oriented and accurate.
Ability to be confidential and discrete.
Full driving licence.
- **Desirable**
 - Experience of working in an industry regulated environment
 - Degree educated

To Apply:

Please send your CV and a covering letter outlining how your skills and experience are a good match for this role to: karen.chubb@alker.co.uk

No Agencies.

Deadline:

9am 8th July 2019

Hours are Mon-Fri 9:00-5:30 with the scope for some flexibility for the right candidate.

Additional holiday day awarded per year for each year of completed employment up to a maximum of 5 years.

Pension scheme.

Free lunch provided daily.