

## Admin Coordinator

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Company: Thorne and Wait

Location: Horspath

Category: other-general

Thorne and Wait are currently recruiting for an administrator for a busy client based in Watlington. Please note this is a temp to perm position.

The role is pivotal to my client, acting as coordinator and communicator between the Directors and the site staff and subcontractors. You need to be able to have a good relationship with a variety of people, understand their issues and communicate these to the Directors.

Diversity of projects and tasks makes this work challenging and enjoyable.

Responsibilities:

- answering the telephone and meeting/greeting visitors in to the office
- controlling the calendar and communicating schedules
- Talking to site staff on the phone
- taking minutes of the meetings
- booking appointments
- dealing with mail / courier services, sending emails and letters.
- Organising the office paperwork
- preparing data for payroll / invoices
- controlling employees holidays entitlement
- scanning and filing documents

- following the company procedures and making sure they are followed by everyone in the company
- admin support to other members of the team.
- other ad hoc duties

#### Required

- Experience in using the software: Office 365 (required) and using computers
- Problem solving attitude
- attention to details
- confident communicator (written, verbal)
- ability to work independently

The successful candidate will be;

- Loyal and willing to learn
- conscientious and diligent
- friendly and helpful

Monday to Friday: 08.30 – 5.00pm

\*Please note applicants must have their own transport due to location\*

If you or anyone you know is looking for work and believe that this role and company is for you. Please give Emily or Wesley at Thorne and Wait a call on or apply to this advert.

Our team guarantees complete confidentiality and will never submit candidates' details or share them with a third party without first obtaining their permission. To apply for this position, candidates must be eligible to live and work in the UK.

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### Cross References and Citations:

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