

Senior Office Administrator

[Apply Now](#)

Company: Page Personnel

Location: United Kingdom

Category: other-general

Access to an employee benefits and discounts app.

A range of employee recognition schemes to reward your hard work.

About Our Client

We are a leading UK-based organisation specialising in property services. With a workforce exceeding 1,000 employees, we are committed to delivering top-quality services to clients across the country. Our headquarters is located in Burton upon Trent.

Job Description

Overseeing daily administrative operations in the property department.

Supporting the team in secretarial and business-related tasks.

Managing office supplies inventory and placing orders as necessary.

Coordinating office activities to ensure efficiency and compliance with company policies.

Implementing procedural and policy changes to improve operational efficiency.

Preparing reports and presentations for internal and external use.

Managing agendas, travel plans and appointments for senior management.

Maintaining a safe and secure working environment.

The Successful Applicant

A successful Senior Office Administrator should have:

A recognised qualification in business administration or a related field.

Experience in a secretarial or business support role within the property industry.

Excellent organisational and time management skills.

Strong interpersonal and communication skills.

Proficiency in MS Office and office management software.

A keen eye for detail and a problem-solving mindset.

What's on Offer

A competitive salary of around £25,000 per annum.

A generous holiday entitlement of 20 days, increasing to 25 days after one year's service.

A range of employee recognition schemes to reward your hard work.

Access to an employee benefits and discounts app.

Family friendly support and a positive company culture.

If you're an organised individual with a passion for the property industry, we encourage you to apply for this exciting opportunity in Burton upon Trent.

[Apply Now](#)

Cross References and Citations:

1. [Senior Office Administrator Nutritionist jobs](#) [Jobs United Kingdom Nutritionist jobs](#) ↗

2. [Senior Office Administrator Searchnz jobs](#) [Jobs United Kingdom Searchnz jobs](#) ↗

3. [Senior Office Administrator Searchaustralian jobs](#) [Jobs United Kingdom Searchaustralian jobs](#) ↗

4. [Senior Office Administrator Civil jobs](#) [Jobs United Kingdom Civil jobs](#) ↗

5. [Senior Office Administrator Paris jobs](#) [Jobs United Kingdom Paris jobs](#) ↗

6. Senior Office Administrator ExecutivejobsnearmeJobs United Kingdom Executivejobsnearme ↗
7. Senior Office Administrator CiviljobsJobs United Kingdom Civiljobs ↗
8. Senior Office Administrator Directorjobs Jobs United Kingdom Directorjobs ↗
9. Senior Office Administrator MuseumjobsJobs United Kingdom Museumjobs ↗
10. Senior Office Administrator Mediajobs Jobs United Kingdom Mediajobs ↗
11. Senior Office Administrator Theworkopportunity Jobs United Kingdom Theworkopportunity ↗
12. Senior Office Administrator Seekingjobs Jobs United Kingdom Seekingjobs ↗
13. Senior Office Administrator NotaryjobsJobs United Kingdom Notaryjobs ↗
14. Senior Office Administrator Mumbaijobs Jobs United Kingdom Mumbaijobs ↗
15. Senior Office Administrator Studyjobs Jobs United Kingdom Studyjobs ↗
16. Senior Office Administrator Realestatejobsnearme Jobs United Kingdom Realestatejobsnearme ↗
17. Senior Office Administrator MathematicsjobsJobs United Kingdom Mathematicsjobs ↗
18. Senior Office Administrator Ridesharingindustryjobs Jobs United Kingdom Ridesharingindustryjobs ↗
19. Senior office administrator Jobs United kingdom ↗
20. AMP Version of Senior office administrator ↗
21. Senior office administrator United kingdom Jobs ↗
22. Senior office administrator JobsUnited kingdom ↗
23. Senior office administrator Job Search ↗
24. Senior office administrator Search ↗
25. Senior office administrator Find Jobs ↗

Source: <https://uk.expertini.com/jobs/job/senior-office-administrator-united-kingdom-page-personnel-ebd983a2d6/>

Generated on: 2024-05-02 by Expertini.Com