

Job Title: Office Administrator
Location: Wilmslow, Cheshire
Salary: Competitive (Based on Experience)
Job Type: Full-Time

Job Overview:

We are seeking a highly organised and proactive **Office Administrator** to join our team in **Wilmslow, Cheshire**. This role will provide essential support to both our **Operations** and **Accounts** teams, ensuring smooth day-to-day office functions. The ideal candidate will have strong administrative skills, attention to detail, and the ability to multitask in a fast-paced environment.

Key Responsibilities:

- Provide administrative support to the Operations and Accounts teams.
- Assist with data entry, document management, and filing.
- Process invoices, purchase orders, and financial records in coordination with the Accounts team.
- Coordinate scheduling, appointments, and travel arrangements for team members.
- Handle incoming calls, emails, and correspondence efficiently.
- Maintain accurate records and update internal systems as required.
- Assist in the preparation of reports, spreadsheets, and presentations.
- Ensure the smooth running of the office, including ordering supplies and liaising with suppliers.
- Support the Operations team with project documentation and tracking.
- Perform other administrative duties as required.

Requirements:

- Previous experience in an office administration role.
- Strong organisational and time management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office (Word, Excel, Outlook, etc.).
- Ability to work independently and as part of a team.
- High level of accuracy and attention to detail.
- Experience in supporting accounts or operations teams is advantageous.
- A proactive and problem-solving mindset.

Benefits:

- Competitive salary based on experience.
- Opportunity to work in a supportive and dynamic team.
- Career development and training opportunities.
- Friendly and professional working environment.

If you are an organised and motivated individual looking for an **Office Administrator** role in **Wilmslow, Cheshire**, apply today and become a vital part of our growing team!