

Company Name:	Interface Worldwide - Ruislip
Job Title:	Administrative Assistant
Job Description:	<p>We are looking for an ambitious and hardworking individual to work alongside the Office Manager/Team Administrator, you will be fully mentored and trained in all aspects of the office and workshop environment</p> <p>Your duties will include:</p> <ul style="list-style-type: none"> • Office support: Answering phones, taking messages, and connecting calls to others department/member of staff. • Data management: Keeping computer databases up to date • Communication: Interacting and providing support to staff and subcontractors • Travel: Monitoring travel spreadsheets ie. Passports, Images etc. and sourcing travel and hotels • Project management: Preparing job files for events by printing and copying of and ensuring documentation is correctly filed at the end of each project • Problem solving: Identifying and addressing issues that arise in the office and bringing new ideas to the table • Organization: Creating and maintaining filing systems, and ordering and maintaining office supplies • Time management: Updating company calendars with staff holidays and managing schedules • Meeting management: Participating in office meetings and taking and recording minutes • Technical support: Assisting with minor technical support issues • Subcontractor support: Providing subcontractor support and ensuring timesheets/invoices are submitted on time • Purchasing: Purchasing goods and monitoring delivery notes etc. • H&S: Monitoring weekly checks

	<ul style="list-style-type: none"> • Extenal Audit: Assist in compliancy of the company and collate documentation annually <p>Administrative Assistant is responsible for providing help and support with day-to-day tasks in offices and workplaces. Their duties include taking notes in meetings, answering phone calls and photocopying documents.</p> <p>An Admin Assistant is responsible for ensuring that an office is organised and that daily tasks are completed efficiently. Admin Assistants have a wide range of duties to complete, and they must be willing to take on extra administrative tasks as and when required by colleagues and managers. Their primary duties and responsibilities include:</p> <ul style="list-style-type: none"> • Acting as a point of contact for customers, clients or suppliers via email, over the phone or in person • Welcoming visitors to the building, organising security clearance and showing them to meetings • Booking meeting rooms for colleagues and arranging meeting schedules • Organising filing systems and updating office databases • Processing invoices, tracking receipts, inputting expenses and other basic bookkeeping tasks • Arranging travel plans and hotel stays for staff members • Ordering new office equipment, such as stationery, printer refills or staff uniforms • Scheduling office meetings between teams, managers and departments • Responding to questions and requests for information
Entry Requirements:	<p>Essential Qualities</p> <ul style="list-style-type: none"> • Reliable and good time keeping • A good understanding of Microsoft Word & Excel plus an understanding of the Google platform

	<ul style="list-style-type: none"> • Confident with a willingness to learn and grow with the role
How to Apply:	Email June Jones with your CV and a cover letter
Contact Details:	June@interfaceworldwide.com 01491 827 500
Application Deadline:	
<p>To the Employer - The position will be advertised for 4 weeks from the date of receiving, unless otherwise stated on the application. Any queries please email The Careers Team on: BCA - careers.bca@windsor-forest.ac.uk Langley - careers.langley@windsor-forest.ac.uk THANK YOU!</p>	