

OFFICE ADMINISTRATOR

Full-Time (37.5 hrs/wk Monday - Friday), Permanent. Apply by 4th March. Start as soon as you are able.

We are a thriving, family-led company with an excellent reputation for the quality of our work. With a workforce of more than 30 people we run building projects on sites throughout East and South Suffolk.

We are seeking a versatile Administrator to be based at our new spacious and modern offices at Marlesford on the A12 just north of Woodbridge.

General responsibilities

- To be the first point of contact for all visitors and enquiries including answering the phone and responding to or directing calls, letters and emails as appropriate.
- Assisting with company accounts including invoicing, chasing payments, credit control, and dealing with supplier accounts, etc
- General office duties including ordering office supplies, emailing & printing
- Providing administrative support, which will include reception duties, data inputting, word processing and producing a range of documents
- General HR duties including holiday management
- Vehicle fleet management including organising MOT's and repairs
- Other duties as directed by the Managing Director

Requirements:

- At least 2 or 3 years' experience in a similar role
- Fully experienced with office software
- A highly organised person who is able to prioritise competing tasks and able to work independently managing their own workflow
- Excellent oral and written communication skills

Desirable

- Accounting software experience

Terms:

Permanent following probationary period. Salary dependent on experience. 20 days paid leave per annum + 8 Bank Holidays, contributory pension scheme and private healthcare. Free parking on-site.

We are delighted you are interested in joining our company. Please call Rachel Stowe 01728 747218 if you would like to discuss this opportunity. To apply, please send your CV and a covering letter to accounts@stowebuildingcontractors.co.uk by 4th March.