

Office Administrator

Job Title: Office Administrator
Reporting to: HR & Office Managers
Location: Central London, King William Street
Contract Type: Permanent
Date advertised: July 2021, External Advert

Organisation

Salix Finance provides Government funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills. Salix is a non-departmental public body, owned wholly by Government. Salix is funded by the Department for Business, Energy and Industrial Strategy, the Department for Education, the Welsh Government and the Scottish Government.

Salix are proud to have been awarded the Best Companies No.1 Not-For-Profit in the UK 2021 Award, the Investors in People Gold Award and came second in the Sunday Times Top 100 companies to work for in category small companies, not for profit category in 2020.

We are looking for someone who is proactive, a team player and has the personal motivation to perform the role to the highest standards. You're punctual, flexible and responsive in how you approach your work.

Successful candidates will have the ability to recognise key priorities whilst working effectively and be able to stay calm under pressure. They will have strong attention to detail and accuracy with the ability to meet deadlines when working under pressure. They will be able to work independently when required, with proven experience of problem solving, whilst being an active member of a close team. You will ensure the successful running of Salix by supporting the administration of the office.

Work Life at Salix

For staff joining Salix we run a comprehensive induction programme to support staff to be successful at work. Every member of staff is in a team and has a named line manager who helps organise individual workload and manages training and development. Successful applicants will be encouraged to study for relevant qualifications, becoming an expert in office administration including IT, within the sustainability sector.

Key responsibilities and duties

Salix are looking for an experienced Administrator. The primary responsibilities of the successful candidates is to effectively support the needs of the two HR & Office Managers', providing administrative support whilst being able to lead on the IT needs of the company.

Duties include but are not limited to the below. This is not an exhaustive list and the successful candidates will complete other duties commensurate within the grade.

IT Support:

Successful candidates will be the main contact for all IT on a day to day basis for both staff and our external IT consultants who act as our IT department. They will have sound experience and knowledge on the duties listed below and be keen to develop their skills in this area as the company expands.

- Experience working with the Microsoft 365 package
- Purchase and distribution of IT equipment (laptops, printers)
- Working with IT support on the installation of new computers
- Printer maintenance and resolving printer issues (installing toner, resolving paper jams)
- Maintaining IT databases (records of assets, tags etc.)
- Manage relationship with external IT support provider
- Accessing the IT comms room (server room) when requested by IT support
- Requesting new starter profiles with IT support and ensuring they are generated on time
- Submitting leavers forms to IT support to restrict leaver access
- Enroll staff onto the ATAATA training system (cyber security training)
- Share knowledge and cyber security awareness for all
- Support the IT consultant on the monthly remote visits and set the task list, prioritising tasks
- Primary contact for monitoring and approving staff requests (adding staff to email groups, allowing software installations)
- Manage the EE mobile and data contract and assist with mobile support
- IT projects such as researching and identifying soft phone solutions

General Office & Administration Duties:

- Organisation skills, ability to perform tasks and prioritise work, especially when there are conflicting demands
- Work effectively under pressure
- Primary point of contact for the serviced office & reception team
- Maintaining good relationships with the serviced office team

- Communicating and updating contact records with switchboard to ensure calls are distributed correctly
- Posting and distributing post
- Organising couriers
- Purchase and supply of stationery and supplies
- Raising purchase orders with Accounts
- Supporting the Office Manager with checking invoices prior
- Organising diaries and meetings
- Organising and hosting Microsoft Teams/Zoom calls
- Keeping track of shared IT equipment
- Booking meeting rooms with Landlord and updating the meeting room log
- Organising and preparing meeting rooms for high level meetings (board meetings)
- Maintaining tidy cupboards and office space
- Typing of documents
- Welcoming visitors and notifying reception and security of their attendance
- Agreeing the staff meeting agenda with the Chief Executive and circulating to staff
- Hosting virtual staff meetings
- Allocating and programming staff lockers
- Booking transport and accommodation
- Supporting the Chief Executive's PA
- Monitor and distribute info mailbox
- Ensuring staff update the Covid office visit log and and other covid relevant logs
- Preparing the office and supporting the return to office working

HR Duties, supporting the HR & Office Managers:

- Successful candidates will provide administrative support to the two HR & Office Managers.
- Responding to basic queries from staff regarding the online HR system
- Creating new accounts on the HR system for new starters
- Updating the online system with data and filing documents
- Storing and maintaining confidential information and documents in a timely manner
- The ability to create and edit HR documents
- Preparing recruitment packs for the interview panel
- Scanning/filing completed recruitment documents following interview
- Keeping key documents up to date (e.g. updating the organisation chart)
- Assisting the team with scheduling training and confirming the availability of attendees
- Preparing and distributing the HR newsletter each month using MailChimp
- Ensuring that exit interviews are scheduled face to face or electronically for the HR Director
- Setting up meeting rooms for training or requesting requirements with the Landlord

- Organising pension meetings
- Spot checks on staff training records to ensure they are being updated by staff
- Assisting the HR Managers to produce data for monthly reporting

Salary

- £25,500 during probationary period which lasts 12 weeks
- £26,000 after successful probationary period
- Rising to £33,000 by annual increments, based on performance

Employee benefits

- 28 days annual leave
- Cycle to work scheme
- Contributory Pension scheme
- Season ticket loans
- Training

Appointment process

The Person Specification for this position can be found in Appendix 1. All criteria outlined in the specification are considered essential and will be assessed through a combination of the application statement, CV and interview.

Candidates should focus on the experience, skills and abilities in the Person Specification of the 8 specific areas that have been highlighted in the 'key criteria' column in their written statement, which should be no more than 1,500 words. Candidates should provide examples of their experience in line with the highlighted criteria.

Candidates should complete all three documents listed below for their application to be reviewed. Do note candidates will not be contacted to complete a full application.

All applicants must have the right to work in the UK.

Appointment timetable

- Shortlisted candidates will be invited to interview at an agreed time/date.
- Shortlisted candidates will complete a competency exercise prior to the formal interview.
- Start in post by mutual agreement.

Application information

If you wish to apply for this role, please submit the following to HR@salixfinance.co.uk.

1. An up to date **CV**
2. All candidates are asked to submit a **personal statement of no more than 1,500 words** stating why they are suitable for the post of Office Administrator. You are asked specifically to address the specification criteria that have been highlighted the key criteria column of Appendix 1
3. **Equality monitoring form** ([*available to download here*](#))
4. Please state your availability for interview
5. Applicants should confirm where they learnt of the opportunity in the covering email/letter when submitting their application
6. Candidates that do not submit a full application, providing all 3 documents will not be contacted to chase a full application

Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	Essential Criteria
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE's in Maths and English grade A-C or BTEC diploma in administration or Equivalent 	
	<ul style="list-style-type: none"> Evidence of self-development 	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work independently and within a team 	✓
	<ul style="list-style-type: none"> Demonstrate relevant office experience either in a paid or voluntary capacity 	✓
	<ul style="list-style-type: none"> Strong IT knowledge with ability to effectively use a range of Microsoft packages. Knowledge of Excel, Word, Power Point, Teams, databases, online HR systems 	✓
	<ul style="list-style-type: none"> Communicates effectively, confidently and assertively both in writing and when speaking 	✓
	<ul style="list-style-type: none"> Fosters collaborative and co-ordinated working across teams and in partnership with other organisations 	
	<ul style="list-style-type: none"> Presents a credible and positive image both internally and externally 	
	<ul style="list-style-type: none"> Pays close attention to detail, ensuring work is delivered on time and to a high standard 	✓
	<ul style="list-style-type: none"> Effective time management and ability to set realistic timescales for work delivery 	✓
	<ul style="list-style-type: none"> Self-motivated and good organisational skills 	✓
	<ul style="list-style-type: none"> Good interpersonal skills 	
	<ul style="list-style-type: none"> Experience of and ability to keep information confidential in the workplace 	✓
	<ul style="list-style-type: none"> Willingness to learn and commitment to personal development and training 	

	<ul style="list-style-type: none">• Demonstrate and understand equal opportunities	
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Key:

✓ = key criteria