

Office Administrator

Oxford / £17,000.00 - £20,000.00 pa

Plus Bonus & Benefits

About us:

Locale is a multi-award winning, innovative, privately owned company that produces estate management portals for some of the UK's most prestigious property brands and iconic landmarks, such as The Shard and Hyde Park Estate. We're reimagining how properties can be run using new technologies, doing away with outdated manual processes.

About the Role:

It's varied and fast paced, and you'll be working closely with the General Manager. You'll be responsible for tasks relating to Office, HR and Finance Admin, successfully contributing to the running of our busy office.

Responsibilities include:

- Look after stock - order stationery, organise business cards, order office equipment and kitchen supplies, within budget.
- Arrange for handyman and repairs to the office.
- Look after service contracts, e.g. liaise with cleaning company regularly to discuss service etc.
- Book business trips (hotels, flights, car hire etc), arrange transfers and visa's if needed.
- Arrange Staff Socials & all 'Cultural Office' events
- Deal with incoming and outgoing post
- Assist with/run ISO documentation & audits
- Assist with/run Health & Safety tasks including risk assessments
- Assist with certain HR tasks e.g. booking in telephone interviews & doing handbook run throughs

About You:

We are seeking someone organised, enthusiastic and motivated. You don't need to have a technical background, but you must have strong IT skills including familiarity with MS Office. You will need an excellent level of attention to detail, be literate and have excellent communication skills. Familiarity with IT packages: Microsoft Windows, Word, and Excel is required.

Package:

- Competitive salary
- Company Bonus Scheme
- 25 days' holiday, rising with length of service, plus bank holidays

- Pension scheme
- Private Medical Insurance
- Childcare Voucher Scheme
- Cycle to Work Scheme

Application:

Please send CV and cover letter attached as a word document or PDF to recruitment@locale.co.uk

No canvassers or recruitment agencies please.