

JOB DESCRIPTION

Job Title:	Office Assistant
Time requirement:	Full time
Reporting To:	Practice Manager
Key Relationships:	Workshop Manager Install Manager Design Manager Sales Manager Project Managers

Job Purpose

To assist the Managers to ensure the smooth running of the back office administration for the Company

Key Result Areas (KRAs)

KRA 1 – Office Administration

- Front of house reception
- Manage the Company-wide diary of people, vehicle movements, meetings etc.
- Work with the Practice Manager to produce regular monthly reports on spend versus departmental budgets for managers.
- Ensure contacts on Xero are complete and correct for invoicing
- Clear incoming invoices against POs and delivery notes
- Process and reconcile purchase invoices into Xero
- Assist HR, preparing documentation for employees as necessary
- Run the social media accounts.

KRA 2 – Workshop Administration

- Assist Workshop Manager with H&S documentation as required
- Prepare purchase orders in Xero as necessary for Workshop purchases
- Process workshop invoices for entering into Xero accounting system

KRA 3 Sales & Project Administration

- Assist Sales with PQQs and other customer forms as required.
- Arrange accommodation for site workers as necessary
- Keep 'Contacts' on Monday.com complete and up to date for CRM purposes
- Ensure Project data is complete, assigning sales and purchases to projects.

Expected Skills, Attitude and Experience

- Excellent organisational and time management skills

- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office