

Administration Assistant

Location: Letchworth, Hertfordshire
Salary: £9.00 per hour
Hours: Part time 25 hours per week
Contract: Permanent

DCS Sonovision UK provides a full range of Technical Publications to multi-national companies worldwide. We develop printed, electronic and online documentation, working to industry specific standards for the Defence, Energy and Aerospace sectors.

The role:

The role will involve performing reception duties and providing a single point of contact for administrative tasks to support all areas of the business. Anyone looking to progress their career will find this an ideal opportunity.

Duties include:

- Reception duties, answering all inbound telephone calls, meeting and greeting visitors and providing refreshments. Managing the company diary and conference room bookings.
- Arranging national and international travel and accommodation bookings for all members of staff
- Organising Company events
- Supporting Facilities Management with office/building maintenance
- Purchasing of office supplies and consumables
- General day to day administrative duties to include filing, updating documents, data inputting
- Assisting the accounts department to maintain the job register, process weekly time sheets, assist in preparation of monthly invoicing and credit control.

To be considered for this opportunity:

You will need to be a hardworking, highly motivated individual that is confident to deal with internal and external customers.

- A minimum of 1-2 years administrative experience
- Proficient in Microsoft Office Word, Excel, PowerPoint
- Experience in dealing with customers
- Excellent communication skills with a confident and personable telephone manner
- Ability to maintain a high level of confidentiality in all work
- Ability to work independently and within a team

Please note candidates must successfully undergo UK Security Vetting before they can be appointed. The level of security needed is Security Check (SC).

Screening:

Do you have a minimum of 1-2 years administrative experience?

Are you an intermediate user of Microsoft Office?

Do you have experience with reception duties?

Do you have any accounts administration experience?

Are you eligible to live and work in the UK, with a valid Passport and driving licence?

If you are interested in joining our team, send your CV to:

Karen Angel

Email: karen.angel@dcs-sonovision.co.uk

Phone: 01462 673820

Address: 1 Business Centre East, Avenue One, Letchworth, Herts, SG6 2HB