

Lineal Software Office Assistant Nov 2017

Job Description

Job Title: Office Administration Assistant
Reports to: Department Manager / Directors
Position: Permanent
Start: ASAP
Location: Barnstaple town centre, Devon
Purpose: To provide administrative support to an IT company.
Salary: TBC
Hours : 9:00am – 5:30pm

An enthusiastic assistant with good communication skills is required. Computer literate in Microsoft Office/Email experience is necessary.

You must be able to follow instructions and be willing to learn the use of SQLWorks, our business database. Candidates need to be competent in the use of computers and have reasonable systems awareness and monetary mathematical skills.

We are looking for someone keen to further his or her administrative career experience.

A clean driving licence and own vehicle is preferred, but not essential.

Responsibilities & Duties

1. Monitoring the support email inbox and directing tasks accordingly.
2. Assisting the Office Manager with administrative duties including the use of Microsoft Word and Excel.
3. Undertaking a wide variety of tasks assisting a very busy team in an office environment.
4. Provide support to the technical teams, logging data onto the SQLWorks database as instructed.
5. Use SQLWorks database for administrative functions such as diary entries, customer contacts and keeping entries updated. (Training provided, no prior knowledge of SQLWorks required)
6. Assist with documentation of office procedures, health & safety logs and other record keeping duties.
7. Use of office equipment, organising and filing.
8. Using email for team communication and following email instructions.
9. Answering telephone calls and accurately noting messages.
10. General office duties to maintain a safe and tidy environment.

General Notes

Training is provided on the use of the company's database and NVQ (apprentice) qualifications will be offered.

Interest in working in an IT environment would be an advantage.

In all aspects of the job, the company should be promoted to increase awareness and possible referrals/new opportunities.

Computer and paper filing systems will be in use.

Must keep a clean, tidy office to ensure a professional working environment.

Must be able to work in a busy small office environment.

Skills Required

Email skills

Microsoft Office

Word Processing

Database awareness

Good telephone manner

Able to use general office equipment: computers, copier, scanner etc.

To apply for this role, please send your CV and a short covering letter outlining why you would be suitable for the role to jobs@lineal.co.uk

END

