

## Office Administrator

Working for the MD the successful candidate will be responsible for fully supporting all the activities of our lively team.

It is expected that you will have experience in a similar role and will be able to demonstrate a good standard in maths and English. Formal secretarial skills such as touch typing will be an advantage. The successful candidate will have good IT skills, and a confident can do approach.

We are seeking a candidate who can ideally demonstrate familiarity with invoice and order processing as you will take responsibility for all stock order processing for our customer projects.

This position is a part time role with hours to be agreed with the successful candidate. This job is 50% of a full time role.

Typical activities will include

- a. Handle post
- b. Answer phone calls when needed – route calls
- c. Manage stock order processing and support project consultants
- d. Manage Invoice preparation and distribution
- e. Timely and accurate purchasing of stock
- f. Maintain accurate tracking records on IT systems
- g. Package Software for distribution
- h. Make travel arrangements and raise expenses for MD
- i. Analyse timesheets
- j. Assist with keeping CABC office computer and paper systems up to date
- k. Manage general office tidiness and contracted cleaners
- l. Handle general office tasks
- m. Provide general support to consultants

Visit <http://www.cabc.co.uk> and <http://www.msCRM-cabc.co.uk> to learn more about CABC.

CABC Ltd, 11-13 The Broadway, Newbury, Berks, RG14 1AS

Please Note our Premises are on the 1st Floor. Only Stairs are available – No Lift