

## Administrative Assistant

### Overview

Detectronic MEICA Ltd is a multi-disciplined division of the Detectronic Group dedicated to providing engineering solutions across a diverse range of industry sectors. Based in Witney, Oxfordshire, it specializes primarily in mechanical and electrical contracting, installation, testing and maintenance for the water, process and nuclear industries. We are recruiting for an Administrative Assistant who will work closely with the Technical Director and the Operations Manager.

The chosen candidate will be required to work autonomously in small office environment, have a strong sense of initiative and possess strong multi-tasking and organisational skills.

### Key Responsibilities (list not exhaustive):-

- Ensuring the ongoing efficiency of company projects through effective filing and organization.
- Assisting in general accountancy tasks including the creation of quotations, purchase orders and sale acknowledgements.
- Reconciling credit card statements and filing receipts.
- Logging site crew timesheets in our in-house system (Construction Manager)
- Ensuring all supplier Health and Safety documentation is up to date
- To ensure all vehicle checks are carried out by site crew and associated documentation is submitted.
- Stationary orders and stock checking
- Booking of meeting rooms and catering when necessary
- Liaison with site crew in relation to time sheets and vehicle documentation.
- Assistance in ensuring all Quality, Environment and Health and Safety documentation is filed and up to date and meeting accreditation standards.
- Purchasing goods from suppliers

### Necessary Skills:

- A minimum of 3 years' experience in a relevant administration role
- You must have knowledge of Word, Outlook and Excel and be extremely confident in the use of them.
- You must be highly organised with excellent attention to detail and willing to introduce new ideas to the business, developing your own role and helping the business to flourish
- Must have excellent telephone manner, good interpersonal skills and ability to interact with staff at all levels within the business.
- You will be expected to carry out tasks without guidance once trained. You will be required to work on your own initiative.
- A clean driving licence would be advantageous, but not a necessity.

### Desirable Skills:

- Previous experience in a similar role in the electrical / industrial sector, desirable but not a necessity.

### Training:-

Full training of the business background and our products and services will be given, enabling the day to day tasks of the job to be more clearly understood.

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**Hours and days of work, holidays and pay day:-**

We would be looking for the ideal candidate to start immediately.

- 20-25 hours per week. 4/5 hours/day; Monday to Friday. These hours may be negotiable.
- Holidays will be 28 days per annum including bank holidays and run from January to December, increasing to 33 days after 5 full years service. (pro – rata for part time).
- Salary will exceed the national minimum wage and will be dependent on experience.
- Generous company-contributory pension scheme after three months service

Please note that ALL new employees are subject to a DBS (Disclosure and Barring Service) check on acceptance of a position with Detectronic MEICA Ltd.

**Closing date for applicants is 6<sup>th</sup> June 2021**

**Position to start immediately.**