

Team Administrator

- ⦿ Permanent, full time, based in Central London
 - ⦿ Salary range between £25-£30k per annum, based on experience
 - ⦿ We offer private medical insurance, season ticket loans, flexible work conditions and a considerate and diverse work environment
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The role

You will be responsible for providing admin support in the areas of HR, finance, events and sales, including but not limited to:

HR

- ⦿ Onboarding of employees
- ⦿ Recruitment administration for consultant and back office roles
- ⦿ Payroll administration
- ⦿ HR administration

Finance

- ⦿ Bank administration, audits
- ⦿ Accounting administration
- ⦿ Month end invoicing

Events

- ⦿ Supporting our HR & Engagement Manager in organising brilliant team events
- ⦿ External events coordination

Sales support

- ⦿ Supplier set ups and due diligence
- ⦿ Supplier audits
- ⦿ Sales administration

Key skills and characteristics

Are you passionate about working for a company with a social purpose? Are you resilient and highly motivated to contribute to the growth of an ambitious company?

We are looking for someone with the following characteristics to join our incredible team in London:

- ⦿ You have 2+ years of professional experience in an administration role
- ⦿ You are proactive and look for chances to make our processes more efficient
- ⦿ You take pride in your ability to keep things running smoothly
- ⦿ You can work independently in a dynamic, agile and sometimes unstructured environment
- ⦿ You are able to multi task and to prioritise your own workload
- ⦿ You have the flexibility to tackle a broad variety of tasks and have a fluid job description
- ⦿ You are a clear, friendly communicator both verbally and in writing
- ⦿ You are confident to work closely with more senior colleagues - which may involve asking them to get things done for you
- ⦿ You can produce a professional document in Word, create and keep a spreadsheet in Excel and produce an engaging presentation in PowerPoint
- ⦿ Experience with QuickBooks and/or Salesforce would be useful but we can offer training
- ⦿ You have good written and spoken English with the right to work in the UK
- ⦿ You would be available to start by mid-March 2019

Please apply with a CV and a cover letter that demonstrates how you meet the criteria above and gives details of your availability to rachel.mccauley@auticon.co.uk.

We are committed to equality of opportunity in all areas of our work. You will be treated in a fair and equal manner and in accordance with the law regardless of your gender, marital status, race, religion, age, disability or sexual orientation.

Applications without cover letter will not be considered.

The closing date for applications is 31st January 2019. If you are shortlisted, you will be invited to meet and discuss the role during the first two weeks of February.



Any questions?

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