

Office Administrator

Department: Office Administrator

Reporting Structure: Reports to the Managing Director/HR Manager

Salary: £19.95 / £41,496

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

We are seeking a highly organised and detail-oriented Office Administrator to join our team at Proffer Solution Ltd. The successful candidate will be responsible for providing administrative support to ensure efficient operation of the office. If you are a proactive individual with excellent communication skills and a passion for organisation, we want to hear from you!

Responsibilities:

- Manage office supplies and equipment
- Coordinate and schedule meetings, appointments, and travel arrangements
- Assist in the preparation of reports and presentations
- Handle incoming and outgoing correspondence
- Maintain electronic and hard copy filing systems
- Provide general administrative support to staff

Qualifications:

- Proven experience as an office administrator or administrative assistant
- Proficient in Microsoft Office Suite
- Excellent time management and organisational skills
- Strong written and verbal communication skills
- Ability to work independently and as part of a team

Skills:

- Attention to detail
- Problem-solving skills
- Ability to prioritise tasks
- Customer service orientation
- Ability to maintain confidentiality

If you meet the qualifications and are looking for a challenging yet rewarding opportunity, please apply for the Office Administrator position at Proffer Solution Ltd.