

**Seddon**

# Administrator

**BOLTON**

**Closing Date:** 23rd July 2021

**Job Ref:** ADM/HOUS



# People Matters



25 DAYS  
HOLIDAY



PRIVATE  
HEALTHCARE



SEDDY  
SAVINGS



EYE CARE  
VOUCHERS



PENSION  
SCHEME



LIFE  
ASSURANCE



PROFESSIONAL  
DEVELOPMENT



OCCUPATIONAL  
HEALTH

## ADMINISTRATOR

To provide administrative support at office and site locations, ensuring the smooth running of the business or department.

### What you'll do

- Co-ordinate and implement office procedures
- Use a variety of software packages including Microsoft Office & 3<sup>rd</sup> party products, and bespoke products such as data administration and document management tools and internal databases
- Create and maintain electronic/paper document management, including photocopying, printing and scanning
- Prepare documents such as letters, reports, presentations and spreadsheets
- Act as a key member for project change teams – working alongside other administrators
- Organise meetings including management of electronic diaries, ordering refreshments, sending invitations and taking minutes
- Handle queries from management, team and customers etc.
- Organise office space and housekeeping and resources
- Deal with telephone and email enquiries and cover reception, greeting visitors and answering the switchboard.

### Have you got what it takes?

- Ability to demonstrate a good level of general education to GCSE standard in Mathematics and English (or equivalent)
- Intermediate to advanced IT skills in MS office
- NVQ 3/4 or equivalent, or a willingness to learn
- Experience of working as an administrator in a busy office environment
- Experience with a variety of software packages including Microsoft Office & 3<sup>rd</sup> party products such as data administration, document management tools and internal databases
- Full, clean driving licence

## APPLY NOW

**Reporting to:** Business Co-ordinator

**Location:** Bolton

**How to apply:** Please email CV to [careers@seddon.co.uk](mailto:careers@seddon.co.uk) - quoting job ref - ADM/HOUS

**Closing date:** 23rd July 2021