

## JOB DESCRIPTION:

# Office Administrator

### The Role

We're looking for someone special to help run Equippd's day-to-day, from supporting our amazing engineering and design teams to carrying out essential processes to keep the office, our projects and processes running smoothly. You will be working closely with the senior management team and learn about every aspect of the company and how our amazing projects are run becoming a key part of the team!

- **Office Address** - 145A Walton Road, East Molesey KT8 0DU
- **Times** - Monday to Friday 9am - 5.30pm
- **Job Type** - Full-time
- **Salary** - £25-30k

### Primary Responsibilities:

- Managing the Equippd office and keeping it looking great and running smoothly
- Onboarding of new employees and due diligence on new and existing employee files (via Zinc) including organising staff reviews
- Submitting payroll information including employee overtime and travel to our accountants, and paying staff members on time
- Management and tracking of staff holiday and absence
- Managing our Equippd+ subscriber base to book in health-checks and reminders
- Helping to organise the company's social calendar, trips and events
- Ensuring expense receipts and supplier invoices are submitted to our bookkeepers daily
- Chasing overdue invoices and paying suppliers monthly
- Working with our Project Managers to place material and project equipment orders
- Managing daily purchasing activities and supplier relations and negotiating contracts, prices, timelines etc.

### Essential Skills

- Digitally literate - all of our systems are cloud-based and you will be expected to learn / use them efficiently
- Great communication skills - both internally with team members and externally via phone / email with clients
- Excellent organisational skills
- Strong mathematical skills

### Desired Skills

- Experience with Xero and / or Dext hugely beneficial
- Experience with any of the following digital platforms: Asana, Revolut, JetBuilt, S Canva and all G-Suite tools and apps

### The benefits being part of team Equippd:

- Company laptop and card for expenses
- Contribution towards personal phone contract
- Cheap technology for your home
- 28 days holiday + Xmas bonus days (1-3) and your birthday off
- Private medical insurance inc. annual cash-back on dental / optical after passing probation
- Eligibility to become an Equippd Partner after three years
- Opportunity to develop, grow and learn new skills via company funded training p

***We want to find people who believe in our goals and feel inspired enough to grow while they're here to fill the role. We encourage you to apply with your cover letter and CV and show us what you've got.***

