



ADMIN ASSISTANT

SHORT DESCRIPTION

A new position has opened within a centralised Support Services department supporting Ion Science Ltd and reporting to the Support Services Manager. This is a varied and key role supporting a vastly growing global manufacturer. Based at the Fowlmere head office in a state of the art facility homing all departments from Innovation through to production.

This role is ideal for anyone seeking a career in administration with or without proven experience. Key qualities in a successful candidate would be to hold a 'can do' attitude, willingness to learn and a clear advocate of our company values and employee friendly ethos.

CONTACT DETAILS

Name: Deborah Norris

By what method: Email: jobs@ionscience.com

Tel: 01763 207255

THE ROLE

The Role will report to the Support Services Manager and will involve the following:

Sale

- Cover with sales quotes
- Cover with order processing
- Provide tracking details to customers

HR

- Print and distribute new starter packs
- Scan in relevant forms
- Answer and administer HR line incoming telephone calls and dealing appropriately with enquiries



GENERAL

- Facilities Management Support & Admin
- Open & Distribute Post
- Frank Outgoing Post
- Manage own and departmental Emails
- Other aspects of general department administration, filing and scanning
- Answer and administer main line incoming telephone calls and dealing appropriately with enquiries
- Welcome visitors and provide refreshments
- To carry out any other duties as requested

THE PERSON

This is a hands-on role and the person appointed will be:-

- Strong administration skills
- Familiarity with business software such as Microsoft Office
- Excellent interpersonal and customer-facing skills
- Strong communication skills, both written and verbal
- The flexibility and willingness to learn
- To enjoy working with people
- The ability to work as part of a team
- The ability to work accurately, with attention to detail

BENEFITS

This position offers good terms and benefits including: - good basic salary, 21 days + Bank holidays annual holiday increasing with service, Pension, Healthcare, Bike Scheme and Life Assurance.





WORKING HOURS

This role is open to being a full-time or part-time position, full-time working hours are Monday to Friday 8:30am to 5:00pm.

