



Job Title: **Administration Officer**

Company: AMX Solutions Ltd

Location: Bristol & Bath Science Park, Dirac Crescent, Emerson's Green, Bristol BS16 7FR

Position: Full-Time Fixed Term Contract*

Salary Range: £18,000 dependant on experience

AMX Solutions Ltd (AMX) has over 10 years' experience as a leading provider of Infrastructure Asset Management software in the UK and to users worldwide, excelling in the delivery of high quality, customisable asset management software to support organisations' key aims and objectives.

Job Description

We're looking for a bright, personable candidate to join our friendly team in a dynamic, fast growing company based within the Bristol & Bath Science Park. This is generalist role and an excellent opportunity to bring your experience to the table and help us create new admin processes to support our growing company. *The role is subject to a 6 month probationary period with a view to the applicant proving themselves and being offered a permanent role after 12 mths.

Main Duties include:-

Reception:-

1st point of contact on the phone system, routing calls, taking messages.

Welcoming any external visitors, making tea and coffee for guests.

Accounts Admin:- eg Purchase Orders/Invoices forwarded for action/payment or file Remittance Advices. Credit card reconciliation. Complete and return Supplier Detail Request forms.

Training Organiser for In-House and External Events/User Groups:-

Co-ordinate arrangements, book venues and catering (allow for allergies and access needs). Create delegate lists/badges, e-mail invites and track replies, print/collate/bind training notes, create and print Training Certificates. Update Training Log and Capsule CRM after the event.

General Office Admin:-

Receive, stamp and log incoming post, action as necessary eg scan/forward on e-mail, and/or file.

Book company flights, hotels, hire cars and compile itineraries. Check immunisations/currency required.

Order equipment/uniforms for new team members & update the Asset Log.

Log team movements onto central calendar and notify HR of any staff absence/holiday.

Collate content into a quarterly newsletter and write Xmas Cards to be mailed to existing clients.

Check safety eg 1st Aid Box contents expiry dates and get electrical items PAT tested after a year.

Keep stationery cupboard stocked up inc printer cartridges etc.

Any other task as directed by your Line Manager.

Quality Admin:- assisting with ongoing GDPR compliance and the implementation of ISO and then supporting the ongoing audits and reviews to improve business processes.

Sales Admin:- Create, mailmerge, print and post mailshots to prospective new clients. Follow-up phone calls. And print/collate/bind tender documents and post recorded delivery. Add new and update existing customer changes into Capsule CRM.

Essential Experience/Skills

- Minimum of 1 year's experience in a similar administrative role is essential.
- Experienced working with Microsoft Office/ECDL (Word, Excel, Powerpoint) including mailmerging labels.
- Able to quickly learn new skills and software including our AMX software.
- Good written and oral communicator, problem solver and a team player.

Qualifications

- A Level English or similar, with a good grammar and attention to detail.
- The candidate must be able to prove their eligibility to work in the UK.

Desirable Experience

- Experience working with Capsule Customer Relationship Management System, Mailchimp or Xero would be advantageous.
- Experience of working within an ISO framework would be advantageous.
- Experience with working for or with Local Authorities or similar organisations.

This is an exciting opportunity for a motivated and versatile individual to grow with our organisation.

To apply please e-mail your CV to:- helen.lake@amxsolutions.co.uk. Closing date for applications is Monday 9th April 2018.