

# Office Administrator - Top 3 Managed Cloud Computing Company

## Vacancy Title

Office Administrator, Leeds (Maternity Cover, approx. 10 months) - Top 3 Managed Cloud Computing Company

## The Company and Role

The iomart Group is one of Europe's leading providers of managed hosting and cloud computing services. We specialise in the design, implementation and management of business-critical hosting services enabling companies and organisations to reduce the cost, complexity and risks associated with maintaining their own web and online applications. With offices and datacentres across the UK, we are at an exciting time in our expansion plans across all of our brands.

This role combines a number of administration, HR, host/hostess and general housekeeping duties to keep you busy and your work varied and interesting. You will report to the Sales & Service Director who will expect a fastidious eye for detail, self-motivation, and a desire to do the best for our existing clients, potential customers and staff.

## Role and Responsibilities

- Organise the reception function of the Leeds Office
- Answer and transfer calls to correct department using Backup's in house phone system
- Liaising with Head Office where appropriate
- Screen calls, set up appointments and record accurate messages
- Organise travel and accommodation for all staff
- Order and control office supplies, eg. stationery and cleaning products
- Ensure all office equipment is maintained in good working order
- Ensure property, building services and facilities are maintained in good working order
- Accurately undertake admin tasks as required
- Update Absence Management System with the Team's holidays, sickness etc.
- Liaise with managers and teams to organise induction programmes for new joiners
- Perform any work related tasks as assigned by the Sales & Services Director/Senior Management Executives
- Preparing the meeting rooms for visitors
- Greeting our visitors with a friendly, enthusiastic and polite manner
- Ensuring visitors are topped up with tea/coffee and lunches as required
- Accepting and logging deliveries and ensuring they are passed onto the relevant team
- General office tidying and cleaning, prior to arrival of visitors
- Placing orders for weekly shopping
- Attend meetings, conferences and events when required

## Experience

- Pleasant, Friendly, Helpful personality
- Can do and flexible attitude
- Confident and professional approach
- Previous experience in a receptionist / front of house / office management role
- Organisation skills

- Good Microsoft Office skills
- Good at multi-tasking
- Uses own initiative
- Excellent communication skills

#### **What do we offer in return?**

- We'll shout you to lunch once a month
- ½ Day off on your Birthday
- Breakfast on us every day, including a hot roll on Fridays
- Free on-site car parking
- Long service benefits
- Snacks, drinks and fruit all day, everyday
- Pension
- Share save and childcare voucher schemes
- Supported training and access to an online training portal 24/7

#### **Training & Development**

As you can gather, we have a relaxed and friendly working environment but don't be fooled, you will be working with some of the country's best talent and greatest technical experts. We want our people to thrive, prosper and to leave work every day feeling valued and that they have made a difference. Talented, motivated and creative people lie at the heart of our success so we invest heavily in our people and their professional and personal development through technical certification, our online training portal and our Management and Leadership Development Programme.

We look forward to hearing from you .....