

## **Office Administrator - Top 3 Managed Cloud Computing Company**

### **Vacancy Title**

Office Administrator, Hemel Hempstead - Top 3 Managed Cloud Computing Company

### **Salary**

£16,500 per annum

Are you an organised team player, who enjoys working with people, managing day-to-day operations, collaborating with a team of professionals and earning the trust of your colleagues? If this sounds like you, then you might be an excellent match for our office administrator position!

If selected, you'll be working in a fast-paced Web Hosting company with over 6000 customers. Working with System Engineers, Sales Executives and management, you'll also be the first point of contact for our customers that call in. You'll receive a competitive salary and great benefits as well as training and opportunity to further progress in this exciting industry.

### **United Hosting**

United Hosting is part of the iomart Group which is one of the Top 3 Managed Cloud Computing Companies in the UK. Headquartered in Glasgow, iomart employs over 350 talented staff in offices and datacentres across the UK. Originally founded in 1998, it is listed on the London Stock Exchange and specialises in delivering cloud consultancy, facilitation and digital transformation to ISVs, SMEs, enterprises and the UK public sector.

iomart's employees help enable any size of business and organisations to operate their online data and IT environments safely and securely. Our technical staff are experts in public, private and hybrid cloud solutions - including AWS and Microsoft Azure – as well as data centre and network engineering. iomart owns and operates a network of UK data centres connected by a high capacity private fibre network and backed by 24/7 technical support.

iomart Group plc is delighted to offer this opportunity to join one of the UK's leading managed hosting companies.

### **Job Responsibilities**

- Respond to telephone calls and direct customers to the appropriate departments.
- Manage schedules and diaries for management and sales staff
- Handle some customer financial transactions and account administration tasks
- Maintain office resources and liaise with suppliers
- Collaborate with the accounts department, and carry out some credit control tasks
- Collect, process and distribute incoming mail as well as compose and send correspondence to customers, staff and suppliers
- Complaint handling and escalation
- Assist management and other staff to ensure compliance with UK data protection laws

### **Skills, Knowledge and Experience**

- Two years of prior experience in an office or data centre
- Ability to use a desktop computer and office suite software packages
- Strong time management and organizational skills
- Some technical understanding of website hosting technologies would be an advantage, but not essential as training will be given

**What do we offer in return?**

- We'll shout you to lunch once a month
- Free snacks and drinks in our office
- Free on-site car parking
- Long service benefits
- Pension
- Supported training and access to an online training portal 24/7
- Great opportunities for progression

**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.