

## **Reception Administrator (Maternity Cover), London - Top 3 Managed Cloud Computing Company**

### **Salary**

**£20,000 to £25,000 DOE**

### **Role Description**

The Reception Administrator will be responsible for ensuring the administration of the general office is accurate and up to date. The position also contributes to the development and implementation of operational, project policies and practices.

### **Key Responsibilities**

- Workforce planning
- Updating and maintaining all company and employee electronic databases and files
- Weekly tracking of timesheets and staff whereabouts
- Collate new starter offer packs and supporting HR documentation
- Co-ordinate IT and New Starter forms ready for induction
- Liaise with managers and teams to organise induction programmes for new starts
- Complete all personnel new start and leaver administration monthly
- Communicate with employee benefit providers
- Collate all payroll information in preparation for monthly deadline
- Monthly checking/approving of staff expenses
- Recording all staffs annual leave and absence
- Ensure all back office process are documented and reviewed periodically
- Create purchase orders/quotes for sales team to send to clients
- Assist with contracts and additional documentation for the sales team
- Greet visitors with a friendly, enthusiastic and polite manner
- Answer and transfer calls to correct department promptly
- Arrange travel and accommodation
- Preparing meeting rooms and providing refreshments when meetings take place
- Accepting deliveries and ensuring they are passed onto the relevant team
- Ordering weekly office refreshment and food supplies
- Executive admin support

### **Skills/Experience**

- Previous administrative and reception experience
- Excellent verbal and written communication skills
- Excellent attention to detail and accuracy
- Self-motivated
- Logical thinker
- Flexible, hardworking and enthusiastic

### **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.

**\*\*Please note that successful applicants must have the right to work in the UK by the start of their employment. We do not sponsor work visas\*\***