

Administrator, Head Office

The Adcock head office in Great Shelford, Cambridge, are looking for an administrator.

This is a multi-faceted role, providing administrative support to the various head office functions.

Main duties will include:

- Answering the head office phone and distributing calls as needed;
- Meeting and greeting visitors, providing a warm welcome to all;
- HR Administration, including issuing contracts and job offers, pre-employment screening, new starter administration, recruitment administration.
- Administrative support to Health and Safety manager including maintenance of training records, document control and record keeping.
- Administrative support to CRM Coordinator including social media posts and coordination of newsletter.
- General office duties such as ordering stationery, arranging catering for meetings and training events, etc.
- Administrative support to directors as needed or for head office projects as required.

The successful candidate will have:

- Strong administrative skills with experience covering a variety of departments / functions;
- Ability to manage own time and use own initiative;
- Computer literacy to at least intermediate level on Microsoft packages;
- A very good understanding of written English and outstanding grammatical ability;
- Excellent communication skills with the confidence to communicate with colleagues and customers at a variety of levels;
- Strong administrative skills;
- Confidence with the ability to use own initiative.

Office hours are **9am to 5pm** with one hour for lunch (**35 hours per week**), Monday to Friday.

To apply for this role, please complete an application form and email it to hr@adcock.co.uk. The application form can be downloaded from the Vacancies page of the Adcock website.

We are an equal opportunities employer.