

# JOB VACANCY: JUNIOR OFFICE ADMINISTRATOR

We are now recruiting for a Junior Office Administrator to join our Finance and Accounts department based at our Head Office in Liverpool. The role reports directly to the Office Manager who is accountable to the Financial Controller.

Roles are varied and whilst the post holder will have designated core responsibilities office staff need to be skilled in a number of disciplines with the flexibility to assist colleagues and cope with a wide range of matters. This involves working collaboratively with a number of stakeholders and may involve working beyond normal contracted hours to ensure relevant targets are met and the needs of the role and the business are fulfilled.

**LOCATION:** Liverpool

**WORKING HOURS:** 37.5 hours per week, 09:00 - 17:00, Monday to Friday.

**CONTRACT TYPE:** Permanent

**SALARY:** £10.00 - £12.50 per hour, depending on experience.

## KEY RESPONSIBILITIES:

- Sorting and scanning of prime documents (invoices, delivery notes, weight tickets etc.) as appropriate. This includes the managing of all current and ongoing transactions, as well as the maintenance of company archives, which themselves require scanning.
- Filing of both paper and electronic documents as required and managing the routines for document destruction, in keeping with company guidelines and policies.
- Answering telephones and enquiries via the office entrance buzzer; meeting and greeting visitors; issuing visitor badges and entering details into the register.
- Booking meeting rooms as requested by directors/senior management.
- Managing meeting rooms: preparing rooms, organising the layout, providing equipment and arranging lunches/refreshments as necessary, clearing away and re-stocking afterwards.
- Ensuring meeting room preparation areas, kitchens and rest spaces have sufficient refreshment provisions, requesting replenishments as required.
- Managing and distributing stationery to other departments when requested.
- Processing incoming and outgoing post; overseeing all aspects of the franking machine; making visits to the post office and bank when necessary.
- Laminating, copying and binding documents when requested.
- Assisting Procurement/HSEQ departments with compliance paperwork to help ensure ISO standards are met.
- Assisting with general office/ad-hoc duties as and when requested.

## GENERAL RESPONSIBILITIES

- Meeting appropriate targets and deadlines as defined by the Office Manager or Financial Controller, producing reports as and when required.
- Carrying out duties for businesses and stakeholders associated with the S. Norton group of companies as directed by the Office Manager or Financial Controller.
- Carrying out any additional duties that may be reasonably requested from time to time.

- Complying with Company policies and procedures as defined in the Employee Manual and the post holder's terms & particulars of employment.

#### KEY COMPETENCIES

- Excellent organisational and time management skills.
- Ability to develop good working relationships with colleagues, suppliers, customers, and other business contacts.
- Professional approach to work.
- Ability to work flexibly, adapt to changing demands and workloads.
- Clear effective communicator; in person, in writing and on the telephone.

#### ESSENTIAL SKILLS

- GCSE in English & Maths (preferably grades A to C) with good literacy and numeracy.
- Good IT skills with the ability to use a range of packages.
- Self-motivated with a can-do attitude.
- A commitment to upskill as required to meet the changing needs of the business.
- Full, clean driving licence.

#### APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to: [recruitment@s-norton.com](mailto:recruitment@s-norton.com)

Alternatively, please post your covering letter and CV to:  
HR Department, S. Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

POSTED: DECEMBER 2024.

NO AGENCIES PLEASE.