

JOB DESCRIPTION:

Office Administrator (Part Time)

The Role

We're looking for someone special to help run Equippd's day-to-day, from supporting our amazing engineering and design teams to carrying out essential processes to keep the office, our projects and processes running smoothly. You will be working closely with the senior management team and learn about every aspect of the company and how our amazing projects are run becoming a key part of the team!

- **Location** - At the office, 145A Walton Road, East Molesey KT8 0DU (Hybrid working potential)
- **Job Type** - Part Time / Flexible
- **Pay**: Competitive, based on experience
- **Expected Hours**: 25 per week

Primary Responsibilities:

- Managing the Equippd office and keeping it looking great and running smoothly
- Ensuring expense receipts and supplier invoices are submitted to our bookkeepers daily
- Submitting payroll information including employee overtime and travel to our accountants, and paying staff members on time
- Onboarding of new employees and due diligence on new and existing employee files including organising staff reviews
- Management and tracking of staff holiday and absence
- Managing our Equippd+ subscriber base to book in health-checks and reminders
- Helping to organise the company's social calendar, trips and events
- Chasing overdue invoices and paying suppliers monthly

Essential Skills

- Digitally literate - all of our systems are cloud-based and you will be expected to learn / use them efficiently
- Great communication skills - both internally with team members and externally via phone / email with clients
- Excellent organisational skills
- Strong mathematical skills

Desired Skills

- Experience with Xero and / or Dext hugely beneficial
- Experience with any of the following digital platforms: Asana, WeQuote, Canva and all G-Suite tools and apps

The benefits being part of team Equippd:

- Company laptop
- Contribution towards personal phone contract
- Cheap technology for your home
- 28 days holiday + Xmas bonus days (1-3) and your birthday off
- Opportunity to develop, grow and learn new skills via company funded training p

We want to find people who believe in our goals and feel inspired enough to grow while they're here to fill the role. We encourage you to apply with your cover letter and CV and show us what you've got.

