

Office Administrator

Office Location: **Milton Keynes, UK**

Employment Type: **Part or Full time
(5 days per week)**

Work Location: **Office Based (MK)**

Department: **Administration**

Reporting to: **Barbara Sheen
Employee Success & Office Manager**

Compensation: **£18,000 - £23,000 (Pro-rata)
depending on experience**

Application Process

Contact Barbara Sheen
barbara.sheen@kineticsoftware.com

Summary

We are looking for someone who is self-motivated with great organisational skills and a 'can do' approach who'll enjoy looking after the day to day running of our office. In this role you'll be accountable for supporting our head office operations in Milton Keynes.

You are someone who understands the importance of maintaining confidentiality and who can easily multitask whilst always paying accurate attention to detail.

We are open to part-time working and flexible working patterns; we'd prefer cover in the office on all 5 days of the working week. The role is office based.

Main Responsibilities

- Booking of Company meetings via Microsoft Teams and uploading of recorded meetings to Stream.
- Booking of venues as and when required.
- Ordering and setting up of lunch for meetings as and when requested by a member of the Board.
- Monitor and ordering of office/kitchen supplies.
- Meeting and greeting of clients, visitors etc.
- Assists in planning and arranging celebrations and social events.
- General upkeep of the office space and storerooms
- Being the main contact for external cleaning company and the building manager
- Minute taking as and when required

Administration Responsibilities

- Interacts with the Board and SMT and carries out administrative requests.
- Distribution of door passes and alarm fobs and keeping accurate record of these.
- Arranging of external services for office maintenance and training courses
- Perform other ad-hoc administration duties

Personnel Cover

- Basic company letters, Contracts, Inductions, Absence & Sickness etc.

Driving licence

- Full driving licence

Experience

- 3 + years experience as an office administrator or similar role

Technical skills and capabilities

- Excellent computer skills, in particular with Office 365 (Excel, Word, PowerPoint)
- Excellent administration skills

Personal skills

The role suits someone with the following strengths:

- Team player with the ability to work independently
- Time management skills with the ability to focus and prioritise workload
- Committed to seeing tasks through to completion
- Well-presented with a professional manner
- Excellent organisational skills and attention to detail
- Great written and verbal communication
- Keen to take on any task with a hands-on approach
- Able to use own initiative
- Energetic, vibrant and friendly – with a focus on getting things done
- Self-motivated with strong work ethic

After successful probation the following training may be undertaken:

- CIPD Level 3
- First Aid at Work
- Fire Marshal Training
- Other training that meets the requirements of the role

Benefits

In return you will benefit from:

- Being part of an exciting team & working within a thrilling industry
- Performance bonus scheme
- 25 days minimum annual leave that increases with length of service and public holidays in addition
- Company contribution to pension
- Excellent training and support with natural potential to develop further
- A company portal of staff benefits, which is customisable by you including private health care, life assurance, personal development, cinema tickets, wide range of discounts at retailers and much more!

Kinetic provides excellent working environments at its offices, including kitchens with free tea, coffee and refreshments. Our social committee organises activities and events.

About Kinetic

We are the UK's leading supplier of event management and student accommodation software to the higher education sector. Our team of 75 people work out of our Milton Keynes (HQ) and Ludlow offices in the UK and from our US office, generating annual revenues of around £10m; we're growing at around 15% per annum. We're owned by Constellation Software Inc., one of the largest software groups in the world, providing fantastic opportunities for benchmarking, sharing best practice and learning.

Kinetic proudly supports 84% of UK and Irish universities, 60 universities in North America, as well as unique venues such as Lords Cricket Ground and the Merlin Group with our deep and powerful software offering. The culture at Kinetic is one of passion, drive and fun where everyone pulls together to deliver an outstanding customer experience, growth and profit.

We support personal development and build on individual strengths, providing options for career progression across our business.