**Position:** HR & Office Administrator

**Reporting To:** HR & Compliance Manager

**Status:** Permanent

**Salary:** £21,000 per annum plus benefits

**Hours:** Full-Time (basic hours are 9.00 a.m. to 5.30 p.m)

**Based:** Reading

**The Company:**

Universal Transaction Processing provides a range of market leading credit and debit card payment solutions to small and medium sized businesses within the UK.

**The Role:**

Reporting into the HR & Compliance Manager, the HR & Office Administrator will be responsible in ensuring that the day to day office management tasks are completed in a timely and efficient manner as well as supporting HR administration and assisting with the affiliate on-boarding process.

**Duties and Responsibilities include**:

Responsible for the management and re-direction of incoming telephone calls to the relevant staff member or department;

Responsible for the organisation and distribution of mail to the relevant departments;

Franking mail and keeping within post collection deadlines;

Organising and arranging courier collections;

Meet and greet clients / visitors and manage the signing in process upon their arrival;

Provide refreshments for clients and visitor meetings;

Manage levels of office supplies and replenish when required;

Assist with HR administration including obtaining employment references and DBS checks;

Assist with the new starter induction process;

Be the main point of contact for the company’s facilities suppliers e.g. cleaning company;

Responsible for ensuring the kitchen area is ready for use each day;

Booking hotel accommodation when required;

Assisting with affiliate on-boarding;

Assisting with sales administration;

**The Successful Candidate:**

Will be able to evidence…

Professional, clear and confident communication skills on the telephone;

Excellent verbal, written and communication skills, including the ability to write letters and other correspondence;

Excellent organisation skills;

High energy with the ability to multi-task and prioritise as appropriate;

Attention to detail and the ability to always produce accurate work which is clear and complete;

Excellent IT skills using Microsoft Office (Word, Excel and Outlook) together with the confidence to effectively maintain and use other in-house databases as required;

A proven track record in an office administrative role;

Due to the nature of our business all prospective employment offers will be subject to a satisfactory disclosure from the Criminal Records Bureau in accordance with the Rehabilitation of Offenders Act 1974 and the Police Act 1997.

***Note:*** *This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.*