JOB VACANCY - OFFICE ADMINISTRATOR

AXION
Circular economy specialists

We now have an exciting opportunity for a proactive and self-motivated Office Administrator. The Office Administrator's role is to prepare, manage and file documents for all our company's departments. This will include management, procedural, H&S and project documentation, and to assist in setting up a robust document management system throughout the company.

Location: Trafford Park

Working hours: 37.5 hours per week, Monday to Friday, 09:00 - 17:00.

Salary: £19,266 per year **Job type**: Full time, 12 months fixed term.

Main duties:

- Manage the flow of documentation within the organisation.
- Maintain document storage on SharePoint.
- Liaise with SharePoint Developer on amendments to SharePoint.
- Maintain confidentiality around sensitive information and terms of agreement.
- Review and update technical documents (e.g. manuals and workflows).
- Copy, scan and store documents.
- Check for accuracy and edit files.
- Distribute relevant document copies to internal teams.
- File documents in physical and digital records.
- Retrieve files as requested by employees.
- Chase various companies for current versions of documents for the purposes of supplier assessment.
- Prepare ad-hoc reports as needed.
- Ensure all document approval procedures are followed.
- Carry out internal audits in accordance with company procedure and schedule.
- Be a recipient of and respond as appropriate to info@ emails.
- Assist with IT support tasks as required.
- Answer phone enquiries.
- Maintain the internal Axion contacts list.
- Work in line with the company's Mission, Vision and Values.
- Any other additional duties as required.

Knowledge and experience:

- Familiarity with SharePoint document management.
- Hands-on experience with MS Office and MS Excel.
- Proficient typing and editing skills.
- Data organisation skills.
- Attention to detail.
- Positive, can do attitude and self-motivated.
- Well organised and works well under pressure.
- Excellent interpersonal skills.
- GCSE grade C or equivalent in Maths and English.

Applications:
Please email your covering letter and CV to jobs@axionrecycling.com

Alternatively please post your covering letter and CV to: Judith Clayman, Axion Recycling Limited, Tenax Road, Trafford Park, Manchester M17 1JT

Closing date: Thursday 31st March 2022

No agencies please