



# Part-time Office Administrator

12 - month contract

Based at the Innovation Centre on the Norwich Research Park, the British Beet Research Organisation (BBRO) are seeking a highly motivated office administrator to join their team for 12 months.

The working hours are part time - 25 hours per week, Monday to Friday. Working hours to be agreed.

## **Duties of the Office Administrator (to include but not be limited to):**

- Administrative support across the business including looking after office facilities
- Logging invoices for processing using Microsoft Excel and Word
- Ad-hoc duties which will include booking travel plans, logging business trips and making sure all insurance documents are up to date
- Handling confidential information
- Assisting the accounts team when required
- Travel to our second office based in Norfolk if required
- General Reception work and general office Admin.

## **Experience required for the Office Administrator:**

- Previous experience within an administration/office role is essential
- Experience using Word and Excel Microsoft packages
- Confident communicator who enjoys responsibility
- Being able to use your own initiative and be willing to go the extra mile and carry out whatever selection of administrative duties that may be required
- Due to the requirements of the role and the location, you will need your own transport.

Salary £20,000.00 (FTE).

We are an equal opportunities employer and applicants are welcome to apply regardless of age, disability, gender, marital status, race, nationality or ethnic origin, religion, or sexual orientation.

## **How to apply**

If you feel you have the relevant skills and experience for this position of please send your CV and covering letter to: [accounts@bbro.co.uk](mailto:accounts@bbro.co.uk). Closing date is 23rd May 2019.