# OFFICE ADMINISTRATOR WITH CREDIT CONTROL

## THE ROLE

Co-operative Web was set up in 2006 as a Workers Co-op with the vision of being a better company; one that delivered great solutions while being fair to both customers and workers.

As we continue to grow we are looking for an Office Administrator to join our team.

## MAIN ACCOUNTABILITIES:

- General Administration
    - Organising and booking of business trips for relevant members
    - Arrange meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments
    - Dealing directly with customer enquiries via the telephone and email.
    - Creating and updating both member and customer records within our systems.
    - Maintaining office systems, including data management, scanning and filing.
    - Create agendas and take meeting notes
    - Maintain accurate records for employee holiday requests and sickness
    - Handling expenses
- Preparing and raising of invoices
- Credit Control
- Managing Company Pension Scheme

## DESIRED ACCOUNTABILITIES:

- Create and grow Co-operative Web's social media presence
- Ability to help with maintaining Policies and Procedures

## PERSON SPECIFICATION

### EXPERIENCE

Previous experience in similar role desirable but not a necessity

### KEY SKILLS/COMPETENCIES:

#### MANDATORY

- Good telephone manner
- Computer literate
- Microsoft Office
- Strong attention to detail
- Ability to work without supervision
- Problem solving
- Ability to multitask

### DESIRABLE

- Some experience in some or all of the following systems:
  - Xero
  - Microsoft Azure Billing Portal
- Payroll/Accounts experience
- VAT submission

## LOCATION

Longbridge,
Birmingham,
B31 2TS

## SALARY

Between £15,000 - £20,000 / year. Based on experience and skills

## JOB TYPE

Full-time, Permanent

## HOW TO APPLY

Please send your CV and covering letter to ask@web.coop

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