

JOB TITLE:	Office Administrator
HOURS OF WORK:	40 hours per week

About us

At S2 Computers we believe that great technology makes the world a better place. We also believe that human relationships are at the heart of all great businesses. It's our mission to improve our customers' working lives so dramatically with technology and service that they couldn't ever imagine going to anyone else for their IT needs.

Our work environment includes:

- Work from home or the office
- On-the-job training
- Relaxed atmosphere
- Casual work attire

What We Are Looking For

An Office Administrator to join our existing fast paced company environment. We're looking for conscientious and enthusiastic people, with a proactive attitude and flexible approach, ideally with admin experience but most of all a desire to learn through personal development.

What You Should Bring:

- Excellent drive and tenacity, with a superb attention to detail
- Excellent written & verbal communication skills
- Confident telephone manner
- Personable and highly organised, including good time management
- Hard-working, reliable and able to perform to consistently high levels with minimal supervision
- The skills to use IT systems (especially Microsoft) to record notes and progress and complete tasks
- Listening skills and appropriate use of humour
- Work well under pressure and in a fast-paced environment

Extra Skills That Would Be Great:

- Experience in an admin role is desirable

t: 01603 670682 **e:** sales@s2-computers.co.uk

www.s2-computers.co.uk

S2 Computers Ltd, 15b Ramirez Road, Rackheath Ind Est, Norwich, Norfolk, NR13 6GD



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Some Specifics of the Role:

- Company hours are Monday to Friday 8:30am to 5:30pm, the role would be for an 8-hour shift in these times
- Working as a key part of our Admin Team the role will be varied. It will include tasks such as: email filing, basic book-keeping (sending invoices, reconciling, chasing purchase invoices) and answering the phone. Attending some meetings and taking accurate minutes to capture key discussions and action items. Helping to compile presentations, quotes and reports. Procurement of equipment sold and tracking delivery of these items
- We have ambitious growth targets and this post holder will be an important contributor to these
- All applicants must have a Right to Work in the UK

Perks

- Get your birthday off
- Generous incentives for reaching training and company goals
- Private healthcare with no excess
- Company pension
- An easy-going environment and culture (we all enjoy what we do)
- Company funded social events
- The flexibility to work from home when needed (we run a hybrid office)
- High-powered laptop
- A proactive approach to ongoing training to help you develop life-long skills

No Recruitment Agencies Please!

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