
Role Specification

Job title: Office Administrator

Department: Administration

Location: Oxford, UK

Date: December 2022

The role within the Company

The role is a multifaceted position involving the supply of administrative support to members of the senior leadership team who have responsibility for the business functions of Legal, Finance and Business Development, respectively.

Responsibilities will include but not be limited to, diary management across multiple time zones, booking domestic and international business travel, and preparation of documents and presentations for internal and external meetings, to include event management as required. The provision of administrative support to projects teams will also be a crucial part of the role, requiring collaboration with project delivery functions based in the US offices of Velocys.

Furthermore, the role will have a wider responsibility relating to administrative tasks associated to the operational functions of the corporate office, covering areas of health and safety, and IT. Such tasks will include management of third-party supplier relationships and agreements. In addition, the role holder will be the first point of contact for in person visitors to our corporate offices, as well as being responsible for managing all incoming telephone calls to the Oxford office and forwarding enquiries as appropriate.

The role requires an individual who is highly organised, able to prioritise their own workload, manage competing demands upon their time and have the ability to take decisive action when required, all while remaining calm under pressure. Drawing upon previous experience of working in a small team environment, the successful candidate will be willing to take on projects and tasks across multiple disciplines utilising their knowledge of office management. Furthermore, we are seeking an individual with excellent interpersonal, collaboration and communication skills who is experienced in handling confidential and highly sensitive information.

The position will be based at the Oxford Science Park and due to the nature of the role it is not possible to offer remote working for this position.

Responsibilities

- Administrative support to members of the senior management team
- Diary management involving different time zones
- Arranging domestic and international business travel
- Processing of business expense reports
- Composition of emails and correspondence
- Data entry utilising contract management and financial systems and Excel
- Maintenance and enhancement of digital filing systems
- Answer telephone calls, provide information to callers and or connect callers to appropriate individuals within the business
- Meet and greet visitors
- Attend internal health & safety meetings as representative of the Oxford office

- Provide assistance and signposting to colleagues in regard to IT support needs
- Management of conference room bookings
- Production of presentations utilising PowerPoint
- Production of reports using MS Word
- Ad-hoc administrative support to UK and US project teams
- Organising luncheons, dinners and other internal and external events

Organisational interactions

- Immediate supervisor title: Director of HR & Administration
- Collaboration with other individuals and groups: General Counsel & Vice President of Compliance, Group Financial Controller and Global Head of Business Development & Project Delivery, Finance, Engineering, and Technology Teams.

Experience and skills

- Demonstrable experience of working within a commercial corporate environment in an administrative role
- Advanced knowledge of Microsoft Office 365; Word, Excel, PowerPoint, Outlook and TEAMS
- Able to work in a fast paced environment and manage own workload
- Excellent organisational skills, with the ability to multi-task and deliver to deadlines
- Proven interpersonal and communication skills with the ability to converse on all levels

Contact

Please send your CV and any additional information to support your application to:

careers@velocys.com.

