

Operations Administrator – Job Description

Part time (3-month Fixed Term Contract) – Old Music Hall - Oxford

Salary:	£4,053 to £4,586 per annum gross (£19,000 to £21,500 full time equivalent), depending on skills and experience
Working Hours:	Part-time working 8 hours per week , split between 2 days depending on the candidate's availability
Contract:	3 months – Fixed Term Contract
Location:	The Old Music Hall, 106-108 Cowley Road, Oxford, OX4 1JE
Start date:	ASAP
Closing Date:	<u>9am on Monday 25th March</u>
Interviews:	Week commencing 25 th March 2019

Overview of the role

This is a new temporary role, and we are looking for a resourceful and enthusiastic person to work with us, as part of our Operations Team. This role is based at our Oxford office, and will be responsible for giving administrative support to the Operations Team.

The Ethical Property Company

Ethical Property is one of the UK's leading social businesses. We aim to ensure that commercial property supports the creation of a better world, through the provision of office and meeting space to charities and voluntary groups, retail space that supports small businesses and social enterprises, and workshops for organisations in creative and cottage industries.

Job specification

The post holder will primarily be responsible for:

Administrative support

Provide general administrative support to the team including data entry and database management as well as responding to general enquiries.

- Scanning/Printing leases/licences and other documents
- Data input and updates to the Customer Records Management database (Netsuite) and spreadsheets.
- Updating building plans
- Updating utility spreadsheets
- Preparation of sharing agreements

- Issuing completed documents, chasing signatures and return of documents.
- Checking photocopier invoices
- Printing and filing rent review letters

Other responsibilities

- Working within the company's procedures and policies;
- Working to improve the services we provide to tenants;
- Working to improve the company's social and environmental objectives;
- Other duties commensurate with the post;
- Attending company-wide events, such as the annual staff conference, Christmas Party and training.

Person specification

The successful candidate will:

- Have strong written and verbal communication skills
- Be well organised
- Have good interpersonal skills with the ability to communicate with a diverse range of audiences
- Have excellent accuracy and attention to detail
- Have an understanding of the voluntary and community sector
- Have the ability to work using their own initiative, prioritise work and meet challenging deadlines while maintaining good service levels
- Be enthusiastic
- Have a good understanding of Microsoft Office, and ideally experience with desktop publishing software
- Ideally have experience of working within a customer service context.

Contractual details

This is a fixed-term contract for 3 months. The post is part-time working **8 hours per week**. The salary range is £19,000 to £22,500 (FTE) a year, depending on skills and experience.

Benefits include 25 days holiday entitlement pro-rata for the length of the contract, in addition to all public bank holidays. We offer a company pension contribution of up to 7%, depending on scheme choice, life insurance, a free company bicycle scheme with bicycle maintenance costs, childcare vouchers, season ticket loans, interest free personal loans, as well as other benefits.

Applications

To apply visit www.ethicalproperty.co.uk/careers and send your CV to recruitment@ethicalproperty.co.uk
