
Role Specification

Job title: Office Administrator

Department: Administration

Location: Columbus, Ohio

Date: July 2023

The role within the Company

An overview of the role within the Company

The role is a multifaceted position involving the supply of administrative support to the Technology Centre.

Responsibilities will relate to administrative tasks associated to the operational functions of the Technology Centre 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 Technology Centre, as well as being responsible for managing all incoming telephone calls to the Technology Centre and forwarding enquiries as appropriate.

Other areas of responsibility will include the booking of 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 in our Houston office.

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 administration. Furthermore, we are seeking an individual with excellent interpersonal, collaboration and communication skills who is experienced in handling confidential and highly sensitive information.

Responsibilities

- Administrative support to members of the Technology Centre to include the areas of Manufacturing, Catalyst, EHS, Business Development, Facilities and IT.
- Answer telephone calls, provide information to callers and or connect callers to appropriate individuals within the business.
- Meet and greet visitors to the Technology Centre.
- Manage incoming and outgoing post.
- Diary management involving different time zones.
- Stock management of stationery and associated office supplies.
- Arranging domestic and international business travel utilising the services of an external travel partner.
- Data entry utilising ERP financial system (NetSuite) and MS Excel.
- Processing of business expense reports via NetSuite.
- Raising Purchase Orders via NetSuite.

- Composition of emails and correspondence.
- Maintenance and enhancement of digital filing systems.
- Attend internal health & safety meetings as representative of the Technology Centre.
- Provide assistance and signposting to colleagues in regard to IT support.
- Management of off-site storage facility and document retrieval.
- Management of conference room bookings.
- Production of presentations utilising PowerPoint.
- Production of reports using MS Word.
- Ad-hoc administrative support to project teams.
- Organising luncheons, dinners and other internal and external company events.

Organisational interactions

- Immediate supervisor title: Director of HR & Administration
- Collaboration with other individuals and groups: Vice President of Catalyst and other senior management based at the Technology Centre. Collaboration with Administrators based in the Houston and Oxford offices. Liaison with third party suppliers and external organisations as required.

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.
- Exceptional attention to detail.
- Proven interpersonal and communication skills with the ability to converse on all levels.
- Ability to work independently with minimum supervision and apply proactive thinking and problem solving skills.
- Posses a 'can do' attitude with the ability to remain calm under pressure.

Contact

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

careers@velocys.com.

