

Job title: Office Administrator

Job summary

Cyberhomes is looking for a highly-organised Office Administrator to keep the company running efficiently as we grow rapidly.

You will help to establish office procedures and systems and then ensure they are adhered to by all staff. The role would suit someone with strong communication skills, exceptional organisation capability and a commercial focus.

This is a full time permanent position primarily based at Cyberhomes' headquarters in Thame, Oxfordshire. We are shortly relocating to new, bigger premises and there is the opportunity to input on how the new office systems should be implemented.

Role responsibilities

Database management: product database, client database, enquiry tracking through our CRM system.

Communications: taking accurate telephone messages, managing staff diaries, general filing and project management support

Staff support: managing staff diaries, holiday entitlements, time management, stationery and office equipment ordering, managing of non-AV suppliers (eg cleaners, building maintenance)

Purchasing: negotiating prices, raising purchase orders, tracking deliveries, managing goods in and out

Accounts support: managing invoices, chasing payments from clients

Marketing support: administer campaigns, analyse responses, provide response reports

Person specification

The right candidate will be a highly-organised and self-motivated individual. You will be capable of working on your own initiative, as there will be days when you are in the office on your own when everyone else is on site.

A full clean driving licence and a thorough knowledge of Microsoft Office suite (including Access) are essential.

You will often be confident of communicating at all levels and representing the company in a professional, friendly and approachable manner to our clients and suppliers.

Rewards

As well as a competitive salary, bonus scheme and company pension scheme this is a great opportunity for the right person to join a team who are fundamental to the growth of Cyberhomes' business.

You will be based in Thame, and flexible working hours can be considered.



Company info

Cyberhomes is an award-winning installer of home automation and entertainment systems. We are active members of CEDIA and won the 2012 Control4 Dealer's Award for the 'UK Best Cinema Install' and were finalists in the 2013 CEDIA Awards for the 'Best Home Cinema'. With a background in the broadcast industry, we take pride in our attention to detail to deliver amazing systems that consistently exceed our clients' expectations.

Application

Please email your CV, along with details of why you are suitable for this role, to hello@cyberhomes.co.uk

Deadline for applications is 30th April 2014.