

Office Admin Assistant

Job Reference: HR300-004
Type: Permanent – Entry Level
Hours of Work: 8 Hours/day, Monday to Friday – 40Hrs/Week
Salary: From £13.45/Hr (subject to experience)
Location: Hainault Office (IG6 3XH)

About us

We are J. Scott & Sons Ltd, commonly known as “Scotts”, we are an engineering company specialising in all things related to commercial kitchens. Primarily in schools and local authority properties working with everything from large catering appliances to supplying cutlery, we pride ourselves in being a one-stop-shop for our customers in our local borough of Redbridge and further afield in the counties of Essex, Kent, Hertfordshire, and Greater London.

Our Aims and Beliefs

We invest in our staff and promote from within when we can, to give our staff the career progression they desire.

Training & Progression

We provide specialised training as appropriate to our staff in addition to their Continued Professional Development (CPD) in health and safety and company compliance. As our company continues to grow and positions become available, they will always be offered to existing staff in the first instance if possible.

Working Together

Communication is key, whether it is day-to-day casual conversations with colleagues or communicating important information to our customers, suppliers, or even other colleagues. How we communicate with each other makes a big difference when building personal and professional relationships. Our staff are never alone, they always have the support of all their colleagues and management behind them.

Safeguarding & Equal Opportunities

We are an equal opportunities employer, we take pride in recruiting without prejudice over the protected characteristics of our candidates, and staff. We continually encourage diversity in our already diverse workforce.

We will endeavour to make necessary and reasonable changes to the role and working environment to suit the successful candidate for this position.

Our premises consists of a ground floor storage area and a 1st floor office space which is only accessible by one flight of stairs.

As working for J. Scott & Sons Ltd may result in visits to establishments where children or vulnerable adults may be present, all our staff are EDBS checked at the point of recruitment and continually throughout their employment.

Application

To apply for this role, please complete our application form, which can be found via the following link.

<https://app.goformz.com/us/s/XVkeX5MfTssUVqv>

The Role

Our Office Admin Assistant position is an entry-level role that forms the backbone of our office, this role is primarily a support role to help take the strain off other departments such as our Service Desk and Accounts.

Key Tasks

- Answering calls to our office phone line(s); handing or redirecting calls as appropriate.
- Assist in managing one or more shared mailboxes.
- Processing office post and deliveries.
- Assist in maintaining Pre-Planned Maintenance (PPM) schedule of the office building, equipment, and tools.
- Assist in managing the appointments of management.
- Assist in the tasks of staff in departments as appropriate.
- Raising Sales Invoices and Credits.
- Processing Purchase Invoices and Credits.

About You

You may already work in an office environment or want to try something new, a candidate for this role should have confident IT skills in the use of emails, writing documents and spreadsheets with experience in using Microsoft Teams or similar softphone systems.

Activity in the office has its highs and lows, we need a candidate who can cope under pressure but is also able to fill their time constructively during quite periods such as school half terms.

Required Skills, Experience & Abilities

- Be able to commute to and from the office in time for the working hours.
- Good time management skills.
- Good IT skills.
- Good telephone manner.
- Able to complete an Enhanced Disclosure and Barring Service (EDBS) check.

Desired Skills, Experience & Abilities

- Experience using office suite applications; Word, Excel & Outlook.
- Experience using PDF documents.
- Experience managing shared mailboxes.
- Experience managing shared calendars.
- Experience using Windows 11 computers.
- Experience using Microsoft Teams as a telephone system; Answering, making, and transferring calls.
- Experience using pallet trucks and other moving equipment safely.

On behalf of J. Scott & Sons Ltd, we look forward to hearing from you.

We reserve the right to close this application sooner than the stated closing date.