

HR & Office Administrator

(Apprenticeship – 1 year fixed term contract)

JOB SPECIFICATION

Employer	Data Locator Group Ltd	Reports to	HR Manager
Hours	Mon to Fri 9am - 5:30pm (Full Time)	Salary	Competitive
Location	Sunningdale, The Belfry Business Park, 13 Colonial Way, Watford, Hertfordshire, WD24 4WH		

Job Purpose

To support the department in providing a comprehensive office & HR Management Service

Key Responsibilities:

- Assisting with management meetings and booking of meeting rooms
- Dealing with incoming emails, web enquiries and phone calls
- Answering the door and welcoming visitors
- Assisting with customer queries
- Daily kitchen appliance cleaning and upkeep
- Overseeing kitchen and stationery stock management
- Completing suppression and deletion requests and responses
- Completing subject access requests
- Assisting with Prizewinners management
- Assisting with tasks on the OMS such as raising orders and invoices
- Scanning, filing, archiving, and general house keeping
- Franking and posting letters
- Assisting with awards
- Updating daily order output
- Providing other administration support
- Data input

Key Skills and Experience:

- Attention to detail and able to solve problems
- Good numeracy and accuracy skills
- Good oral and written communication skills
- Pro-active and can work on own initiative
- Strong organisational skills
- Minimum of 5 GCSEs at grade C or above

How to apply

Email your CV to:

Debbie Cobb at recruitment@dlg.co.uk