

Office Administrator

Job ref 40

Vacancy Specification

First Light Fusion are seeking to recruit a temporary (maternity cover) Office Administrator to assist with administration, front of house / guest management, general organisation and other tasks.

Previous direct experience of administrative tasks, administration of HR and travel arrangement tasks would be an advantage.

Essential

- Excellent organisational skills
- Proven attention to details
- Proficiency with Microsoft Office applications
- Capable of hands on problem-solving
- Ability to plan, organise and prioritise workload to meet deadlines
- Ability to maintain a high level of confidentiality and discretion at all times
- Experience at dealing with suppliers
- Excellent communication skills
- Commitment to providing a high quality of service

Desirable

- Experience of working with purchase orders and financial record keeping
- Experience of HR administration
- Experience of basic bookkeeping

Specific Tasks

- Administration of HR documentation
- Assistance with recruitment processes (contacting candidates, arranging interviews...)
- Help with new employees induction
- Job advertising
- Support in receiving purchases
- Responsibility of the ordering process
- Stock maintenance of office supplies
- Postage and shipping to and from the office
- Assistance in arranging business and social functions
- Logistics arrangements (meetings, bookings, relocations and travel arrangements)

First Light Fusion

First Light Fusion Ltd is a lean, focused and agile corporation researching energy generation by inertial confinement fusion. The company was spun out from the University of Oxford in June 2011 and is based near Oxford. First Light continues to work closely with the academic community, both in the UK and internationally. The company is well-funded by both institutional investors and private individuals.