

# Office Administrator

## Job ref 47

### 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.

### Job description

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

- Previous experience in office administration or similar roles
- Excellent organisational skills
- Proven attention to details
- Proficiency with Microsoft Office applications
- Proven record 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

### Desirable

- Experience of working with purchase orders and financial record keeping (purchasing software)
- Previous PA experience
- Experience of HR administration
- Experience of basic bookkeeping

### Specific Tasks

- Support with the purchasing procedures and processes

- Responsibility of completing the orders and help with orders tracking
- Assistance to Accountant with the administration
- Stock maintenance of office supplies
- Postage and shipping to and from the office
- Logistics arrangements (meetings, bookings, relocations and travel arrangements)
- Assistance in arranging business and social functions
- Hospitality

*in addition, role may require:*

- Assistance with recruitment processes (job advertising, contacting candidates, arranging interviews...)
- Help with new employees induction
- Administration of HR documentation

Job Type: Full-time