



Software that connects the world

Office assistant

Job Overview

Assisting with the smooth running of our Harpenden office, helping with administrative tasks and generally supporting our software team of about 70 software engineers to help to create a positive and productive environment.

Terms and Conditions

This is a part-time role of 25 hours per week, and a salary of £15,000 (actual) per annum .

Some flexibility on the exact working pattern is negotiable for the right candidate, however the 25 hours are to be worked across 5 days. It may be possible to work during school hours. Due to the nature of the role, we currently anticipate that the busiest time of day for this role will be between the hours of 10am and 2pm.

Responsibilities and Duties

Day to day assistance with a variety of tasks around the office; the role requires flexibility in duties, but responsibilities are expected to include:

- Answering the phone and door
- Oversight of kitchen including:
 - Coffee machine and snacks
 - Keeping the kitchen tidy, ordering supplies
 - Organising and cooking weekly breakfast and lunch
- Keeping stationery, showers etc stocked
- General tidiness and presentation of the office

Broader organisational duties, including

- Recycling scheme
- Gym scheme
- Fire alarm testing

This role will report to one of our company directors.

Requirements for a good candidate

GCSE or equivalent in Maths and English, basic computer skills.

A successful candidate would be expected to have good inter-personal, multi-tasking and organisational skills, and to demonstrate a hard-working approach, a positive and enthusiastic attitude. Prior experience of a similar role is helpful but not essential.

