

OFFICE ADMINISTRATOR – MATERNITY COVER

GWP Consultants LLP is an independent partnership, located in Charlbury, Oxfordshire. Originally formed in 1973, GWP provides high-quality consultancy services for the sustainable management of mineral and water resources both nationally and internationally.

Description of responsibilities:

We are looking for an organised and proactive Office Administrator to join our team on a maternity cover basis. This is an excellent opportunity for someone with strong administrative skills who enjoys working in a small office environment. As the Office Administrator you will provide efficient and professional support across multiple departments, helping to ensure processes run smoothly. The successful candidate may be tasked with the following:

- Administrative support, including handling correspondence, incoming calls, managing emails and responding to enquiries.
- Managing office supplies, filing, databases and maintaining office records.
- Organising travel and accommodation, both UK and overseas.
- Assisting with basic bookkeeping.
- Review and formatting of documentation.
- Providing general administrative support to management and staff.
- Work with the team to ensure office organisation and efficiency.

Essential requirements:

- Proficient knowledge of Microsoft Office Applications (including word, excel, outlook and teams).
- Excellent verbal and written communication skills.
- Excellent attention to detail and accuracy.
- Excellent problem solving and multitasking skills.
- Flexible approach and the ability to work as part of a small team will be essential.
- Right to work in the UK.

Experience:

- 2 to 3 years' experience in business or administration environment.

Education:

- Minimum 5 GCSE's or A Levels (or equivalent) including English and Maths

Our offer:

- Fixed Term Contract (Maternity Cover), 35 hours.
- Competitive Salary.
- Location: Charlbury, Oxfordshire.
- A competitive remuneration package including 25 days annual leave, workplace pension scheme, access to our Employee Support Scheme.

**Please apply by submitting a Covering Letter and CV to:
Georgia Mayne, Office Manager at GeorgiaM@gwp.uk.com**

Closing Date: 9am on 6th July

Interviews to be held on Monday 13th July

No Agencies