



JERSEY DEVELOPMENT COMPANY

We have an exciting opportunity for an Officer Administrator to join a small, but well-established team. This person will assist the Office Manager to ensure the smooth running of the office, which will involve a wide variety of activities, requiring flexibility and a willingness to learn.

This role involves working with a wide range of people both internally and externally. Due to the nature of the organisation, the Office Administrator will often be the first point of contact for many clients and members of the public, hence we are looking for a person with excellent communication skills and a helpful and positive attitude.

The main responsibilities will include:

- Managing reception duties, including answering phones and reviewing incoming mail
- To provide administrative and secretarial support to the Directors and Managers
- To undertake various functions related to document control, safe custody and archive filing
- Ensuring the main office is maintained with regards to office equipment, stationary and other supplies
- To be the main point of contact for car park queries relating to car parks operated by the Company.
- Performing work related errands including internal and external event planning and implementation
- Preparing meeting rooms, arranging meetings and travel requirements

It is anticipated that the role will require between 35 to 40 hours per week, and we are looking for a person who is able to be flexible.

The successful candidate will be a proven team player, who is proactive and has a high standard of accuracy with excellent computer literacy skills. Previous office experience is an advantage.

For further information, please contact Sally Le Cornu, on sally.lecornu@jerseydevelopment.je or 01534 721607