

THE COPAS PARTNERSHIP  
Job Description Form



Job Title	<b>Office Administrator</b>
Location	Kings Coppice Farm, Grubwood Lane, Cookham, Maidenhead, Berks SL6 9UB
Division	The Copas Partnership
Reports to	Sales & Property Manager
Salary	£22,000 - £24,000 depending on experience

<u>Type of position:</u> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	<u>Period:</u> Permanent Full-time role	<u>Hours:</u> Normal office hours 40 hrs / week Extended seasonal hours and some weekend work
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**GENERAL DESCRIPTION – ROLES & RESPONSIBILITIES**

**Key Responsibilities:**

1. To provide office and general business administrative support across all areas of our businesses
2. Organise the smooth day-to-day operations of our office
3. Provide secretarial and PA support work
4. Purchasing and sourcing of services and products for all business areas
5. Team support to respond proactively and reactively to ad hoc tasks on a daily basis
6. Excellent customer service and a 'can do' attitude
7. At all times contribute positively to the morale of the team

**CORE ROLE – FURTHER DETAIL**

- Office Administration
  - First point of contact on reception, telephone and email (general enquiries)
  - Office operations – post, deliveries, organise meeting rooms, stationery purchasing, office food shop
  - Ensure office is presentable at all times & management of cleaning contractors
  - Office IT Support-main contact between office and technical support contractor
  - Insurance – administration of insurance claims and renewals
  - Office Equipment & Services – sourcing and maintaining all office equipment
  - Budget responsibility and budget management for associated costs
  - Business vehicles & machinery – book and diarising servicing, insurance, MOT and road tax
  - Team & Managers Support – purchasing, organisation & administration
  - Maintaining business records – training, holiday, absence
- Accounts
  - Purchase ledger administration - Processing, scanning, distributing invoices, contacting suppliers
  - Reconciling company credit cards & invoice statements
- Property
  - Utilities – recording and assessing utility bills across all businesses. Renegotiating new contracts at renewal

- Booking and logging maintenance works and contractors
- Administration of tenant recharges for shared costs
- Events
  - Assist with customer service, sales calls and enquiries
  - Setup and de-rig of temporary onsite events office during event season
  - Onsite support during event season
- Turkeys
  - Assist with sales calls, enquiries & order entries
  - Responsibility of complementary turkeys across all businesses
  - Support on key business days – Home delivery dispatch and landing, farm gate collections & Christmas fayre
- Exec & Family Office Support
  - PA support to Managing director & Chairman
- General & Other
  - Cattle – record keeping & administration of cattle register
  - Continually look to improve systems and processes

## WORK EXPERIENCE REQUIREMENTS & KEY SKILLS

### Essentials:

- Education to A Level or Equivalent
- Office Administration experience, minimum 2 years
- Proven “Can-Do” attitude, natural organiser and self-starter
- Ability to prioritise and work across different areas, with several lines of report and timescales
- Good command of the English language (both written & verbal) with a friendly, confident and courteous telephone manner
- Team working skills
- Good analytical & mathematical skills
- Ability to project manage from beginning to end from researching, to collating & analysing information to making recommendations for the business
- Good working Knowledge of Microsoft Excel, Word & Outlook
- Flexible to seasonal business demands

### An Advantage:

- Broader IT Knowledge
- Office equipment experience

### Benefits:

- Annual personal and business performance-based bonus
- Employer matched Pension scheme up to 3% of salary
- Weekly lunch supplies provided
- Christmas turkey and family discount
- Event tickets