

## **Office Administrator (15 month fixed-term contract)**

**Location: Battersea, London**

**£22-26K** per annum plus performance-related bonus, healthcare insurance & wellbeing benefits.

Liv-ex (The London International Vintners Exchange) operates the global marketplace for fine wine. We provide data, trading and settlement services to the majority of merchants in this field worldwide. Our goal is to make fine wine trading more transparent, efficient and safe for the benefit of our members and the market as a whole. As award winners in 2016, 2017 and 2018, our products are already achieving industry acclaim. The culture of the company is hard working, committed yet informal, energetic and action oriented.

### **Role**

We're looking for an enthusiastic and highly organised individual to join us on a 15-month fixed term contract, to cover the maternity leave of our Office Administrator. Reporting to the Finance Director and supporting the executive team on a wide range of administrative duties, you will be an integral member of the team and the friendly face at reception to welcome our visitors.

### **Key Responsibilities**

- Manage reception on a daily basis, answering calls and welcoming visitors
- General secretarial assistance and administration e.g. with board meetings
- Organise the weekly company-wide meeting (draft agenda and circulate minutes)
- Responsible for Health & Safety compliance and new starter inductions
- Ad-hoc administrative tasks for the executive team
- Office procurement and management of contact database
- Manage online and paper filing, office post and miscellaneous admin
- Manage office rotas, liaising with office maintenance and cleaning teams
- Meeting room booking and diary management
- Organise office and warehouse team events

## **Knowledge, Skills and Experience**

### *Essential*

- Familiarity with working in an office environment
- Excellent verbal and written communications skills with a friendly and approachable attitude
- Confident and enthusiastic individual with the ability to work well in a fast-paced environment
- Highly organized and efficient, able to multi-task and prioritise accordingly
- Self-motivated and able to work in a constantly evolving environment with minimal guidance
- Good level of computer skills and proficient user of Microsoft Office (Word, Excel)
- Flexible and adaptable team player

### *Desirable*

- 1-2 years' experience in a similar office admin role
- Educated to degree level
- A keen interest in the fine wine market

To apply, please send a copy of your CV plus a short expression of interest to our HR team at [clientresourcing@strattonhr.co.uk](mailto:clientresourcing@strattonhr.co.uk)