

Office/Payroll Administrator

Duties

Organise and supervise all of the administrative activities that facilitate the smooth running of an office.

- using a range of office software, including email, spreadsheets, Sage Line, Sage Payroll & CRM Software
- Excellent Written & Oral communication Skills
- reception work, Answering Telephones & Dealing with Customers
- assisting with the preparation of accounts;
- managing the staff payroll;
- receiving and settling invoices;
- dealing with book keeping;
- looking after all financial transactions, budgets and payroll;
- managing filing systems;
- recording office expenditure and managing the budget;
- arranging travel and accommodation;
- maintaining supplies of stationery and equipment;
- responding to customer enquiries and complaints;
- attending conferences and training.